





Town of Halton Hills
Community Improvement Plan

May 2022

TOWN OF HALTON HILLS
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HALTON HILLS COMMUNITY IMPROVEMENT PLAN

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Contents

1 INTRODUCTION 1

1.1 THE CIP PROJECT AND PROCESS 1

1.2 PURPOSE OF THE COMMUNITY IMPROVEMENT PLAN 3

1.3 RATIONALE & GOALS OF THE COMMUNITY IMPROVEMENT PLAN 3

1.3.1 Rationale for Community Improvement 3

1.3.2 Goals of the CIP 4

2 LEGISLATIVE AND POLICY FRAMEWORK FOR THE CIP 5

2.1 ENABLING PROVINCIAL & MUNICIPAL FRAMEWORK 5

2.1.1 Planning Act Provisions for CIPs 5

2.1.2 Municipal Act Provisions for CIP Grants and Loans 5

2.1.3 CIP Policy Provisions of the Town's Official Plan 6

2.2 PROVINCIAL AND REGIONAL POLICY SUPPORTS FOR THE CIP 6

2.2.1 Provincial Policy Statement (2020 Update) 6

2.2.2 Growth Plan for the GGH (2020 Consolidation) 7

2.2.3 Halton Region Official Plan (November 2021 Consolidation) 7

2.2.4 Integrated Growth Management Strategy 8

2.2.5 Halton Region Economic Development Strategy (2011 – 2021) 8

2.3 TOWN OF HALTON HILLS POLICIES 9

2.3.1 Town Official Plan (2019 Consolidation) 9

2.3.2 Town Secondary Plans 10

2.3.3 Halton Hills Strategic Plan (2019 – 2022) 11

2.3.4 Halton Hills Economic Development and Tourism Strategy (2021) 11

2.3.5 Other Town Initiatives 12

3 THE COMMUNITY IMPROVEMENT PROJECT FOCUS AREAS 13

3.1 TOWN-WIDE CIP AREA AND GEOGRAPHIC BOUNDARIES OF THE CIPA PRIORITY ZONES 13

4 FINANCIAL INCENTIVE PROGRAMS 19

4.1 OVERVIEW OF FINANCIAL INCENTIVE PROGRAMS 19

4.1.1 Prohibition of Retroactive Financial Support 22

4.2 GENERAL ELIGIBILITY CONSIDERATIONS 22

4.2.1 Commercial and Mixed Use 22

4.2.2 Employment Lands 22

4.2.3 Affordable Housing 23

4.2.4 Eligibility for Brownfield Redevelopment Financial Incentives 23

5 IMPLEMENTATION 27

5.1 ADMINISTRATION AND STAFF RESOURCING 27

5.1.1 Application Review/Evaluation Team 27

5.1.2 Roles and Responsibilities for Program Implementation 27

5.2 APPLICATION INTAKE & APPROVAL PROCESS 28

5.3 DELEGATED APPROVAL 29

6 MARKETING THE PLAN 30

6.1 MARKETING-FOCUSED APPROACH 30

6.2 EVALUATING THE IMPACT OF MARKETING INITIATIVES 30

7 MONITORING & PERFORMANCE 31

7.1 EMPLOYING QUALITATIVE AND QUANTITATIVE MEASURES 31

7.2 STAFF REPORTING TO COUNCIL 31

7.3 EVALUATING AND UPDATING THE PLAN 31

APPENDIX A. SCHEDULE OF PROGRAM DETAILS A1 - A33

APPENDIX B. GLOSSARY OF TERMS B1 - B4

APPENDIX C. TOWN OF HALTON HILLS DEVELOPMENT CHARGES POLICY (2012) C1 - C4

1 Introduction

1.1 The CIP Project and Process

The Halton Hills Community Improvement Plan (CIP) is a five-year Plan, prepared on behalf of the Corporation of the Town of Halton Hills (hereafter referred to as 'the Town'), and enabled under Section 28 of the Planning Act. This document comprises the CIP and herein establishes the geographic area of coverage, eligibility criteria and nature of incentive programs to meet the intent of the Plan. Further details on the CIP-enabling statute and policies at the Provincial and Municipal levels are provided in Section2.

Community Improvement Plan and its benefits

- CIP is a tool of the Planning Act to encourage, accelerate and facilitate desirable revitalization and redevelopment that has clear public interest goals;
- CIPs include financial, procedural and other incentives to encourage private sector investment;
- CIPs are a key economic development tool;
- CIPs leverage public investment to draw private sector investment for community benefit;
- CIPs can help advance multiple Town priorities, plans and strategies (e.g., economic development, affordable housing, accessibility, climate change, and heritage).

The Town's previous CIP, approved in 2010 (and amended in 2016 and 2017), encouraged private sector investment and revitalization throughout the community by providing financial incentives to eligible projects within specific areas of Halton Hills.

Since the CIPs initial funding in 2014, the CIP has successfully stimulated and/or supported private sector investment supporting over 30 applications through grants/loans (with a value of over $350,000), particularly related to building and façade improvements, and environmental site assessments.

This document, the updated CIP, builds upon the strengths and resulting success of the previous CIP and presents tools and incentives to stimulate broader community improvement. The key objectives of the CIP Update, as identified by the Town, included:

- A thorough assessment of critical needs and opportunities throughout Halton Hills, including an assessment of gaps and opportunities contained within the existing CIP.
- Review of current and emerging legislation for potential opportunities and limitations to identify leading and emerging municipal tools, incentives, and opportunities that stimulate community improvement, as well as investment attraction, and business retention and expansion.
- Recommend programs for inclusion in the CIP as well as for potential future implementation outside of the CIP Update – where appropriate.
- Assess opportunities and provide recommendations for the Town to align with, leverage and/or advocate for changes to relevant Halton Region and/or provincial policies/programs related to the CIP Update.
- Recommend and incorporate appropriate CIP programs and eligibility criteria that address the Town's priorities, opportunities, and areas of consideration.
- Ensure meaningful stakeholder engagement throughout the CIP Update project.
- Incorporate an affordable housing component into the updated CIP.
- Guide and support the Town through the policy approval process (as required).

- Recommend opportunities to expand program access and allow for a more universal and flexible application of the CIP throughout Halton Hills.
- Restructure the existing CIP to allow for an enhanced marketing and a streamlined administration process.
- Provide a fulsome funding strategy for funding all CIP incentive programs, including local, and potential regional, provincial and/or federal funding sources. The Funding Strategy is aligned with the Town's Long Range Financial Plan as well as budget considerations.
- Draft a comprehensive CIP and relevant administration documents for program implementation.

The updated CIP is aligned with key Town plans, strategies, programs, and initiatives, including the new Economic Development and Tourism Strategy. The CIP is more universal, flexible, and streamlined in its implementation. It allows for the potential inclusion of new and 'non-traditional' CIP programs including accessibility and climate change.

Building on the previous CIP's strengths and successes, the CIP Update assessed the Town's priority needs and opportunities and provides an up-to-date and comprehensive suite of programs that affords opportunities to further stimulate community improvement.

This project followed a linear four phase process:

Phase 1: Background Review – Quarter 1, 2021

Background research and analysis of local context – the results of which are documented within the Background Discussion Report.

Phase 2: Stakeholder Engagement – Quarter 1, 2, and 3 2021

Engagement with regional and local stakeholders including the development and business community, industry groups, Town staff, and Advisory Committees of Council.

Phase 3: Draft CIP – Quarter 4, 2021 and 1 2022

Identification of the preferred program suite, crafting of program details, detailing the funding strategy, and developing the monitoring program.

Phase 4: Final CIP – Quarter 2, 2022

Plan finalization and identification of marketing strategies to best promote the updated CIP.

The Phase 1 Background Discussion Report along with the results of the process of stakeholder engagement and consultations and the development of CIP programs in Phases 2 and 3 have informed the development of the CIP.

1.2 Purpose of the Community Improvement Plan

The Community Improvement Plan (CIP) is one of the key tools for supporting local businesses and encouraging revitalization and private sector investments. The original CIP (created in 2010) included a variety of financial incentives to eligible projects and municipal leadership programs, tailored to address key community improvement issues in both the urban and rural areas of Halton Hills.

In 2020-2022 the Town undertook a review to update this tool. The 2022 CIP builds on the original CIP's strengths and successes and explores additional tools and incentives to stimulate broader community improvement.

The CIP outlines the full scope of financial incentive programs provided by the Town of Halton Hills. The CIP identifies geographic focus areas within which these programs will operate. The CIP also identifies a range of resource requirements for the successful implementation of the plan, including marketing, administration, monitoring and evaluation.

Specifically, the CIP document is divided into the following sections:

1. **Introduction:** Describes the project process as well as the rationale and goals of the Community Improvement Plan.

2. **Legislative & Policy Framework for the CIP:** Provides an overview of the legislative and policy framework within which the CIP will be implemented.

3. **Project Area Description:** The entire municipality of Halton Hills is designated as the CIP Project Area; this section identifies the key focus areas.

4. **Financial Incentive Programs:** Summarizes the suite of programs offered under the CIP including eligible costs/projects, funding maximums and/or minimums (as well as the terms of disbursement of approved funds).

More detailed program protocols are provided as an appendix (see *Appendix A: Program Details*) and include Municipal/applicant obligations and legal requirements under each program. Based on the nature of programs, and where warranted, financial risk mitigation measures have been prescribed. These include the use of legal agreements for projects involving larger sums of funding.

5. **Implementation:** This section of the framework outlines the application intake process, the roles and responsibilities of Municipal officials in the approval of applications, annual municipal funding requirements for programs as well as other implementation considerations.

6. **Marketing:** Steps necessary to effectively implement and meet the policy goals of the Town.

7. **Monitoring & Performance:** Outlines strategies which support ongoing monitoring and evaluation of the performance of the CIP and its programs. Metrics vary based on the nature of programs but generally include overall take-up of each program and ratios of public versus private investment in improvements.

8. **Appendices:** Including detailed protocols and eligibility requirements for programs outlined in *Section 4: Financial Incentive Programs,* and a glossary of relevant terms.

1.3 Rationale & Goals of the Community Improvement Plan

1.3.1 Rationale for Community Improvement

Community Improvement Plans are often a core component of a municipality's economic development portfolio. With a new Economic Development and Tourism Strategy (2021-2026) in place since February 2021, the Town needed to update the CIP document to be in line with the current economic development and tourism priorities identified in the Strategy as well as other Town goals and priorities.

While the Town's Official Plan has provisions for the development of CIPs and CIP Areas, and it states that "In implementing the CIP, Council will seek participation of the Region of Halton", it does not go further to clearly identify the importance of working together to provide support for community improvement.

With four lower tier municipalities, the Region has potential to establish a manageable framework of enhanced assistance for key goals: affordable housing and contaminated lands clean-up as strategic examples.

Components of the updated CIP have the potential to align with the funding currently offered by the Region to maximize community benefits from the CIP in Halton Hills. The language of the CIP emphasizes the ways in which regional contributions are possible – ranging from tax grants to the effective use of its DC By-law and other grant provisions.

1.3.2 Goals of the CIP

The following goals of the Town's CIP are in keeping with municipal planning and policy priorities:

- **Leverage strengths** of current CIP while advancing related Town priorities
- **Tailor programs** that are responsive to local needs and **maximize community benefits**
- Position the new CIP as an **'umbrella' program** with a one-window approach
- **Streamline implementation** and consolidate programs to maximize uptake
- Provide **flexibility**
- Advance and leverage **related programs** outside the CIP
- **Maximize** private sector investment and ROI
- **Encourage strategic developments** that would otherwise not occur or would be delayed/reduced
- **Link** to Town strategies & initiatives (e.g., Low-Carbon Transition Strategy)
- **Support existing businesses,** their growth and job retention
- **Maximize use of available funding**

The Town's CIP supports strategic integration. Update of the original CIP will help guide and support the Town's economic development and related priorities, including:

- Storefront/main street revitalization
- Affordable housing
- Brownfield redevelopment
- Agriculture/agri-business
- Heritage
- Arts and culture
- Climate change
- Accessibility

2 Legislative and Policy Framework for the CIP

2.1 Enabling Provincial & Municipal Framework

2.1.1 Planning Act Provisions for CIPs

Section 28 of the Planning Act defines the parameters of community improvement initiatives which can be offered by the Town. Only those municipalities with community improvement policies in their Official Plans have the authority to designate a Community Improvement Project Area (hereafter referred to as the 'CIPA'), and to prepare and adopt a Community Improvement Plan (CIP).

In implementing the CIP, municipalities may provide 'grants or loans' for/towards eligible costs, in conformity with the CIP, to registered owners, assessed owners and tenants of lands and buildings within the CIPA (Section 28(7)). Eligible costs include "…those related to environmental site assessment, environmental remediation, development, redevelopment, construction, and reconstruction of lands and buildings for rehabilitation purposes, or for the provision of energy efficient uses, buildings, structures, works, improvement of facilities (Section 28 (7.1))."

Section 28 (1.1) Affordable Housing specifically identifies the provision of affordable housing as part of community improvement.

Relevant definitions under Section 28(1) of the Planning Act

"community improvement" means the planning or replanning, design or redesign, resub division, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary.

"community improvement plan" means a plan for the community improvement of a community improvement project area.

"community improvement project area" means a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason. R.S.O. 1990, c. P.13, s. 28 (1); 2001, c. 17, s. 7 (1, 2); 2006, c. 23, s. 14 (1).

2.1.2 Municipal Act Provisions for CIP Grants and Loans

The following sections of the Ontario Municipal Act, 2001 (last amended in 2020, consolidated in 2020) are relevant to the implementation of Community Improvement Plans:

- Section 106(1) prohibits municipalities from engaging in bonusing – the practice of providing direct or indirect assistance to manufacturing, industrial or commercial businesses through the use of financial incentives. However, a municipality exercising its authority to implement a Community Improvement Plan under Section 28 of the Planning

Act is exempt from this section (Municipal Act, Section 106(3)).

- Section 365.1(2) is exempt from Section 106(1) and allows municipalities to pass by-laws that cancel "all or a portion of the taxes for municipal and school purposes levied on one or more specified eligible properties, on such conditions as the municipality may determine." This section of the Act applies to Brownfield land – specifically, 'eligible properties' are those where a Phase Two Environmental Site Assessment has been conducted. Cancelling taxes for school purposes requires written approval by the Minister of Finance.

- Section 365.2 permits local municipalities – despite the prohibition set out in Section 106 – to provide tax reductions or refunds with respect to eligible heritage properties.

2.1.3 CIP Policy Provisions of the Town's Official Plan

The Halton Hills Official Plan states that the purpose of a Community Improvement Plan is to identify projects that need to be carried out in a particular area to improve the quality of life and the built environment in an area.

Section G7 of the Official Plan provides that Community Improvement Project Areas may be established if:

a) a number of the non-residential land uses conflict with residential uses in a predominantly residential area; or,
b) a number of incompatible land uses conflict with commercial or industrial uses in a commercial or industrial area; or,
c) the area contains a number of buildings in need of maintenance, repair or rehabilitation; or,
d) there are deficiencies in the sanitary sewer, water or stormwater systems in the area; or,
e) there are deficiencies in the road network and associated infrastructure in the area; or,
f) there is a lack of appropriate parkland and other recreational facilities within the area; or,
g) the potential exists to achieve economic growth in an area as a result of building improvement, repair and/or replacement; or,
h) a number of environmental problems such as soil contamination exist in the area; or,
i) there are a number of screening, buffering or landscaping deficiencies in the area; or,
j) there are significant cultural heritage resources in an area warranting protection and/or enhancement; or,
k) the area contains a number of vacant lots, vacant retail space or underutilized properties.

On the basis of that criteria, the Official Plan currently designates the entirety of the Town as a Community Improvement Project Area, with the following eight CIP priority zones:

- Georgetown Community Node Sub-Area
- Georgetown Downtown Sub-Area
- Acton Downtown Sub-Area
- GO Station Land Sub-Area
- South Acton Sub-Area
- Agricultural Sub-Area
- Acton Industrial Park Sub-Area
- Georgetown Industrial Park Sub-Area

The Official Plan states that Council will seek participation of Halton Region in the implementation of its CIP.

2.2 Provincial and Regional Policy Supports for the CIP

2.2.1 Provincial Policy Statement (2020 Update)

The Government of Ontario issued an update to the Provincial Policy Statement (PPS) in 2020. This document provides direction on matters of provincial interest as it relates to planning and development. Section 1.7.1 supports the goals of this CIP by calling for the following:

a) promoting opportunities for economic development and community investment-readiness;
b) encouraging residential uses to respond to dynamic market-based needs and provide

necessary housing supply and range of housing options for a diverse workforce;
c) optimizing the long-term availability and use of land, resources, infrastructure and public service facilities;
d) maintaining and, where possible, enhancing the vitality and viability of downtowns and main streets;
e) encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes;
f) promoting the redevelopment of brownfield sites;
h) providing opportunities for sustainable tourism development.

2.2.2 Growth Plan for the GGH (2020 Consolidation)

The Growth Plan provides a framework for managing growth in the Greater Golden Horseshoe to 2051 and helps guide local and regional decision-making as it relates to issues such as land use planning, housing, transportation and infrastructure planning. The Growth Plan projections anticipate Halton Region's population reaching 1.1 million and employment reaching 500,000.

The intensification target for Halton Region calls for a minimum of 50% of residential development to occur within the delineated built-up area. The minimum density target for the designated greenfield area is 50 residents and jobs combined per hectare.

The Growth Plan also identifies Major Transit Station Areas (MTSA) as Strategic Growth Areas. MTSA are areas within a 500 to 800-metre radius (about a 10-minute walk) from a major transit station. MTSAs are to be developed as higher density, mixed-use communities to enable people to rely on transit to access local amenities, housing, and work.

MTSAs in Halton Region have a minimum density target for MTSAs of 150 residents and jobs combined per hectare for those that are served by the GO Transit rail network on priority transit corridors. This target does not apply to other Strategic Growth Areas, including the Acton or Georgetown GO MTSA.

Municipalities have the ability to set an appropriate target for MTSAs and Strategic Growth Areas within their boundaries. The process of identifying target density for the Acton or Georgetown GO MTSAs is being undertaken as part of the Regional Official Plan Review (at the time of writing, the specific targets have not been identified).

2.2.3 Halton Region Official Plan (November 2021 Consolidation)

The Consolidated Regional Official Plan (ROP) is the guiding legislative framework for all municipal planning policy in Halton Region, serving to provide broad policy directions on strategic matters such as management of land and natural resources, growth strategies, housing, and economic development.

ROP policies identified as having the potential to be implemented through the use of CIPs are as follows:

- Promoting & Supporting *Intensification and Development of Strategic Growth Areas*
- Supporting the development of employment uses
- Promoting *Residential Intensification of the brownfield and greenfield sites*
- Promoting and Sustaining *Agriculture*
- Encouraging and Creating *Assisted, Affordable and Special Needs Housing*
- Conserving *cultural heritage resources* in order to foster a sense of place and benefit communities in Strategic Growth Areas.

Section 79(3.1) states that the policy of the Region is to "direct *development* with higher densities and mixed uses to *Strategic Growth Areas* in accordance with the hierarchy of *Strategic Growth Areas* identified in Section 79.2" of the Regional OP.

The Region's Strategic Growth Areas within Halton Hills include Major Transit Station Areas on a Commuter Rail Corridor (i.e. Acton GO Station and Georgetown GO Station in Halton Hills) and Secondary Regional Nodes.

Section 86(15) states that the Region will "consider financial and other incentives including grants, property tax reductions, infrastructure improvements and Community Improvement Plans in the provision of *Assisted, Affordable* and *Special Needs Housing*".

Section 86(23) states that the policy of the Region is to "Encourage the Local Municipalities and the *development* industry to consider innovative residential development designs which contribute to affordability and energy and natural resource conservation." The CIP tool can be used to help facilitate its development.

Section 101(5) indicates the same consideration in support of agriculture. The policy of the Region is to support and sustain agriculture in Halton through the development and implementation of programs and plans, including Community Improvement Plans.

In addition to the possibility of developing its own CIP for infrastructure, land and buildings within intensification areas, and affordable housing, the Halton Region Official Plan states in Section 205(5) that the Region may participate in a Local Municipality's Community Improvement Plan and make loans and grants to that Local Municipality in support of the local CIP.

This is currently done through the Regional Program for Community Improvement Plans, which allocates a total of $75,000 per year to implement, and has provided funding ($50,000 in principle, $11,250 of which has been disbursed to date) towards the Town's CIP for a residential intensification project in Acton.

2.2.4 Integrated Growth Management Strategy

To address the need to plan to 2051, the Region is currently working on an Official Plan Review.

ROP Amendment 48 was adopted by Council and approved by the Province, identifying Strategic Growth Areas in Halton Region.[1] The most recent direction from Council is set out in a Motion from February 16, 2022 that directs staff to prepare an amendment (ROPA 49[2]) that advances a Modified Preferred Growth Concept that accommodates growth to 2041 within existing urban areas and sets out a framework for how to consider accommodating growth between 2041-2051.

2.2.5 Halton Region Economic Development Strategy (2011 – 2021)

The Halton Region Economic Development Strategy, approved in 2011, sets out 23 directions to help achieve the key priority of attracting and retaining jobs. The Strategic Directions Report identifies five key pillars in supporting growth: employment lands, existing and emerging sectors, investment attraction and retention, entrepreneurship and innovation, and quality of place. Under the pillar of Investment Attraction and Retention, the report includes a strategic direction to establish a Regional Investment Response team to provide timely responses for major new non-residential investment inquiries and applications. As a key action to meet that direction, the strategy calls for reporting to Council on consideration of local municipal requests for Regional participation in non-residential CIPs.

[1] ROPA 48 https://www.halton.ca/The-Region/Regional-Planning/Regional-Official-Plan-(ROP)-(1)/Halton-s-Regional-Official-Plan-Review-(ROPR)/Regional-Official-Plan-Amendment-48

[2] ROPA 49 https://www.halton.ca/The-Region/Regional-Planning/Regional-Official-Plan-(ROP)-(1)/Halton-s-Regional-Official-Plan-Review-(ROPR)/Draft-Regional-Official-Plan-Amendment-49

2.3 Town of Halton Hills Policies

2.3.1 Town Official Plan (2019 Consolidation)

The Town of Halton Hills' Official Plan provides the policy framework that guides long-term growth and development of the municipality.

The long-term vision for the Town is one of self-reliance and supporting managed growth, which preserves the unique features of the community, uses land wisely, elevates the quality of the built environment, and provides a diversity of economic opportunities.

The Town's three urban areas of Acton, Georgetown, and the Premier Gateway Employment Area, are poised to accommodate most new residential and employment growth.

One of the key goals of the Official Plan is to encourage additional economic development in the Town, with provisions for opportunities for additional development in the urban areas, specifically in the Georgetown Community Node designation and the Acton and Georgetown Downtowns, GO Station Land Sub-Area and South Acton special study area.

Another key goal, relating specifically to agriculture, is to preserve areas demonstrating high capability for agricultural production, with an identified objective of encouraging the establishment of small-scale secondary uses on farm properties to improve the livelihood of area farmers.

The Official Plan identifies strategic objectives for housing that encourages the provision of additional rental housing through the use of financial incentives to the private sector (objective A2.9.2.g).

The land use designations and sub-designations identified in the Official Plan correspond with the sub-areas of the existing CIP, providing guidance in terms of how the Town plans for these areas. The Official Plan provides the following directives for the existing CIP sub-areas:

- **Downtown Areas** (includes Downtown Acton and Georgetown) are intended to be "focal points for commerce, tourism and pedestrian-scale activity in the Town", where development of a mix of uses is encouraged to enhance the overall character of the areas.
- **Georgetown Community Node** is a major multi-use, multi-purpose commercial area, where redevelopment of existing major commercial uses is encouraged to foster a more pedestrian-friendly environment.
- **General Employment Areas** (including the Acton and Georgetown Industrial/Employment Lands) provide opportunities for a "diversified economic base which supports a wide-range of economic activities", as well as expansion and redevelopment of existing employment uses.
- **South Acton Special Study Area** is an area of vacant land at present that is a vital part of the Acton Urban Area. While there is the need for comprehensive planning of this area, potential future land uses are identified as residential, industrial, public open space and recreational uses.
- **Intensification Areas** are intended to accommodate most of the planned population and employment growth within the Urban areas to 2031. Consideration for incentives to support development/redevelopment within these areas, including use of CIPs, is an objective of the Plan. The Georgetown GO Station Area is just one example of an Intensification Area.
- **Agricultural Areas** are intended to preserve the agricultural resource base and protect lands suitable for agricultural uses. Specific policies related to commercial uses on farm properties, and farm-related tourism establishments are provided for (Section E1.4.6 and E1.4.7).

2.3.2 Town Secondary Plans

The following are secondary plans contained within the Official Plan that are in effect within Halton Hills:

2.3.2.1 The Georgetown GO Station Area Secondary Plan

The Georgetown GO Station Area Secondary Plan provides detailed policy direction with respect to the redevelopment of strategic locations in the Secondary Plan area, and the maintenance and enhancement of the neighbourhood as a whole.

The boundaries of the Plan area are Mountainview Road North to the northeast, Maple Avenue to the southeast, Guelph Street to the south and southwest, and John Street and CNR Rail to the northwest. The Secondary Plan is an integral part of the Town's planning initiatives related to the implementation of Sustainable Halton Plan; it builds on the policy framework of the Official Plan and implements the Georgetown GO Station Area Land Use Study.

The goals of the plan are to focus intensification primarily on strategic redevelopment sites, protect and enhance the environmental function of Silver Creek and the surrounding valley lands, improve circulation for pedestrians and cyclists, ensure high quality urban design, and ensure that there is the necessary infrastructure capacity for any proposed redevelopment and intensification.

2.3.2.2 Premier Gateway Employment Area Phases 1A, 1B and 2A

The Premier Gateway Employment Area is strategically located in proximity to 400-series highways and planned to accommodate 18,000 new jobs between 2006 and 2031. This represents 75% of all employment growth allocated in the Town over that period. To date, the area has been successful in attracting prestige manufacturing and logistics uses, among others.

2.3.2.3 The Hamlet of Norval Secondary Plan

The Hamlet of Norval is located at the crossroads of Highway 7 and Adamson Street (Winston Churchill Boulevard), and at the confluence of the Credit River and Silver Creek. It is situated directly east of the Georgetown Urban Area and directly west of the Region of Peel and City of Brampton municipal boundaries.

Norval is a predominantly residential community. The plan provides for a limited amount of growth through infilling and the promotion of existing businesses focused on Guelph Street and small-scale tourist/retail related activities. Strengthening of the commercial core, and support for the existing businesses and the tourism industry is a major theme of the Secondary Plan. No new automotive uses will be permitted. The plan implements Provincial and Credit Valley Conservation policy for floodplain management and allows for minor expansions of existing development within flood impacted areas subject to flood proofing criteria. The preservation of the hamlet core is critical to the maintenance and protection of Norval's significant cultural heritage resources and tourism potential. The plan provides clear guidelines aimed at creating a consistent hamlet image and preservation of the character of the Hamlet.

2.3.2.4 The Hamlet of Glen Williams Secondary Plan

Glen Williams is located to the north of Georgetown, along both sides of the Credit River. The objectives of the Hamlet of Glen Williams Secondary Plan are to permit limited appropriate growth and preserve the character of the Hamlet, build upon the significant cultural heritage resources of Glen Williams, protect environmental features, enhance the vitality of the commercial core, and ensure a diversity of lot sizes in subdivision design.

2.3.2.5 Other Secondary Plans in Progress

Stewarttown Secondary Plan

The Stewartttown expansion lands, approximately 80 acres, were designated 'Future Residential/Mixed Use Area'. The Secondary Plan will facilitate the conversion of the expansion to lands to residential uses, while maintain the existing character of the surrounding area.

Vision Georgetown Secondary Plan

The Vision Georgetown Secondary Plan area is in southern Georgetown bounded by 15 Side Road, Trafalgar Road, 10 Side Road and 8th Line. It is a 404-hectare greenfield

parcel envisioned to be home to 19,000 residents and provide about 1,800 jobs. The Secondary Plan was adopted by by-law in July 2018, and the Region approved the Vision Georgetown Secondary Plan with modifications. Six appeals were filed with the Region, for which a hearing date at the Local Planning Appeal Tribunal (LPAT) has yet to be set.

Destination Downtown Secondary Plan

The Destination Downtown study provides a vision and planning framework for Downtown Georgetown. The Plan envisions Downtown Georgetown to become a complete community, high-quality, healthy, viable, and sustainable.

The Secondary Plan was adopted by Council in September 2019 and is now going through the Regional approval process.

2.3.3 Halton Hills Strategic Plan (2019 – 2022)

The Halton Hills Strategic Plan mission is:

"To plan for a vibrant urban and rural community, the Town of Halton Hills will deliver a broad range of public service while providing leadership on issues of concern in line with our stated values."

To fulfill this mission, the Plan outlines the following priority areas:

- Shaping growth
- Transportation
- Climate change and the environment
- Fiscal and corporate management
- Local autonomy and advocacy
- Ensure a vibrant agricultural community
- Youth and senior initiatives

Shaping growth is of most relevance to defining and updating the Community Improvement Plan, and the Strategic Plan identifies the following focus areas in support of that priority:

- Residential Greenfield Growth
- Intensification
- Downtown Revitalization
- Employment Lands
- Affordable Housing
- Water and Wastewater infrastructure

2.3.4 Halton Hills Economic Development and Tourism Strategy (2021)

Halton Hills' new five-year Economic Development and Tourism Strategy (2021-2026) was approved by Town Council in February 2021. Making up the 'umbrella' Economic Development and Tourism Strategy, in addition to the main Economic Development Sub-Strategy, are four Sub-Strategies:

- Tourism Sub-Strategy
- Green Economy Sub-Strategy
- Brownfield Redevelopment Sub-Strategy
- Marketing and Communications

The Strategy also aligns with the Town's Foreign Direct Investment (FDI) Strategy, which was approved by Council in March 2020.

A practical Implementation Plan was developed with timelines, budget requirements, outcome measurements and Key Performance Indicators (KPIs).

Under the Economic Development section of the Strategy, two of the key goals that are most relevant to the CIP are 'vibrant downtowns' focused on increasing the economic and tourism activity in the downtown cores, and 'sector-specific initiatives for investment attraction and business growth' which supports further development of the advanced manufacturing, agri-business, clean technology, and food processing sectors.

The Brownfield sub-strategy calls for refining the CIP to expand the available incentives for redevelopment of brownfields and marketing incentives, as well as making the application process more accessible to landowners. Specifically, the sub-strategy recommends:

1. Renaming the Brownfield Redevelopment Grant Program to clarify that it is a Tax-Increment Grant (Brownfield Tax Increment Grant Program).

2. Reviewing, revising, or eliminating the Brownfields Parkland Dedications Reductions to reflect the introduction of Community Benefits Charges through Bill 108.
3. Revising the CIP to make it explicit that the Brownfield specific programs apply to the Downtown Georgetown, Downtown Acton, and the Guelph Street Sub-Areas.
4. Developing information guides about the Brownfield programs for the Invest Halton Hills website.
5. Advocating for a Joint Brownfield Redevelopment Program with Halton Region

2.3.5 Other Town Initiatives

The Town of Halton Hills has several additional policy documents, strategies and initiatives that guide decision making within the Town and/or have elements that have been considered as part of the CIP Update, including, but not limited to:

- Active Living Strategy
- Active Transportation Master Plan
- Climate Change Adaptation Plan
- Community Sustainability Strategy
- Corporate Energy Plan
- Culture Master Plan
- Cultural Heritage Master Plan
- Cycling Master Plan
- Employment Land Needs Study
- Foreign Direct Investment Strategy
- Green Development Standards
- Halton Hills Low-Carbon Transition Strategy
- Intensification Opportunities Study
- Premier Gateway Employment Area Studies
- Public Art Master Plan and Action Plan
- Recreation and Parks Strategic Action Plan
- Sustainable Neighbourhood Action Plan
- Town of Halton Hills Development Charges Background Study
- Transportation Master Plan
- Trucking Strategy
- Urban Area Expansion to 2031 (OPA No. 10)

3 The Community Improvement Project Focus Areas

3.1 Town-wide CIP Area and Geographic Boundaries of the CIPA Priority Zones

The Town's Official Plan designates the entirety of the Town as a Community Improvement Project Area (CIPA). The Community Improvement Plan contains policies that respond to a variety of specific issues in several areas of the Town. A suite of Financial Incentive Programs is intended to address these issues in a number of CIP Priority Zones within the Town-wide CIP Area. This CIP identifies the following CIPA Priority Zones:

1. Downtown Acton
2. Downtown Georgetown
4. Hamlets
5. GO-Station Lands
6. Employment Lands
7. Premier Gateway Employment Areas
8. Agricultural Lands

Maps on the following pages show the town-wide CIP Area (Figure 1) and Priority Zones: Acton (Figure 2), Georgetown (Figure 3), Hamlets (Figure 4), General Employment Area and Premier Gateway (Figure 5). These are based on the in-force Zoning for the Town. The boundary of any of the Priority Zones will change if and when the zoning is brought into compliance with any changes to the Town or Region Official Plans. In all cases, support for applications made under this CIP is dependent on land use approval.



Downtown Acton



Georgetown Industrial Park



Downtown Georgetown

Figure 1. Halton Hills CIP Area and Priority Zones

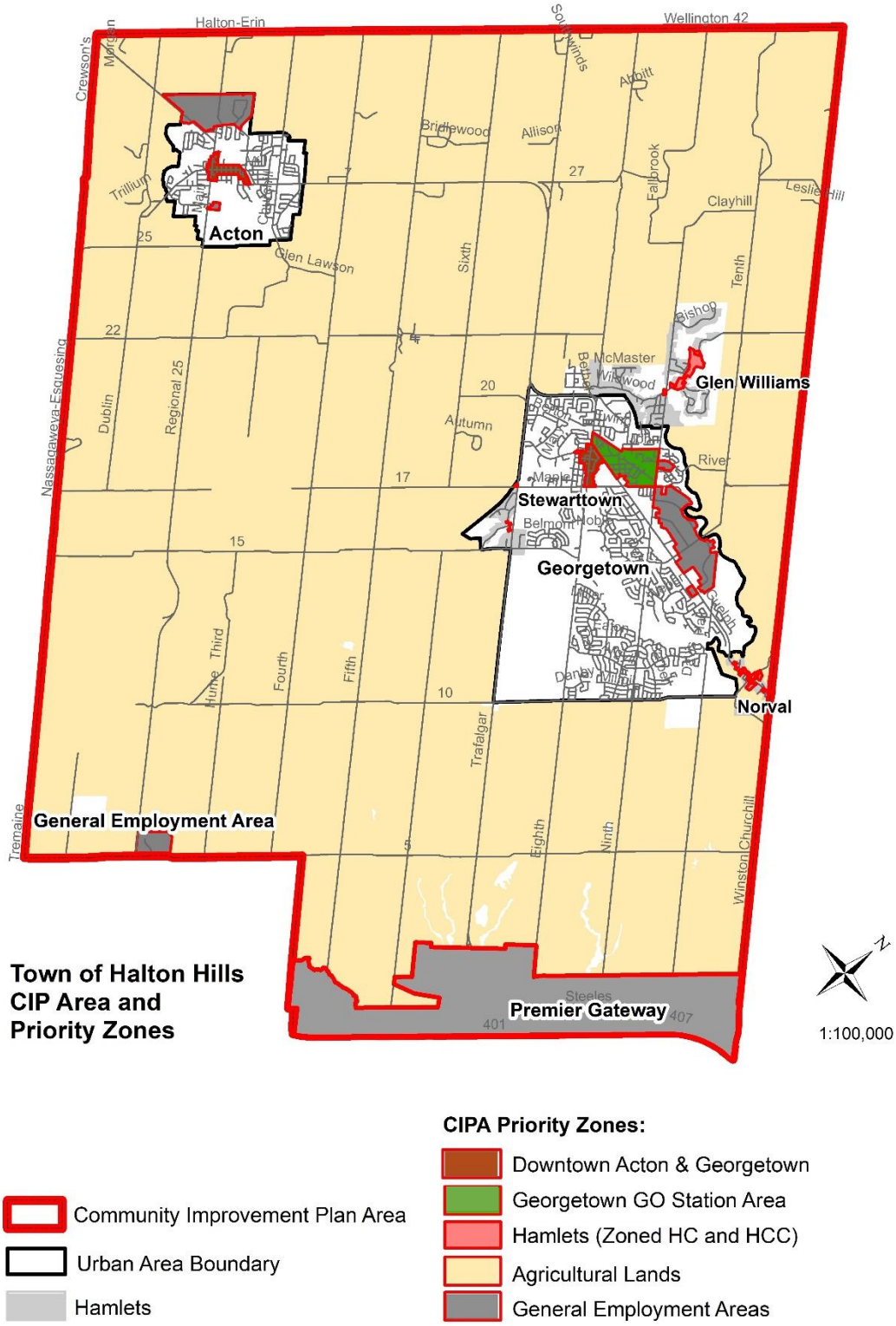
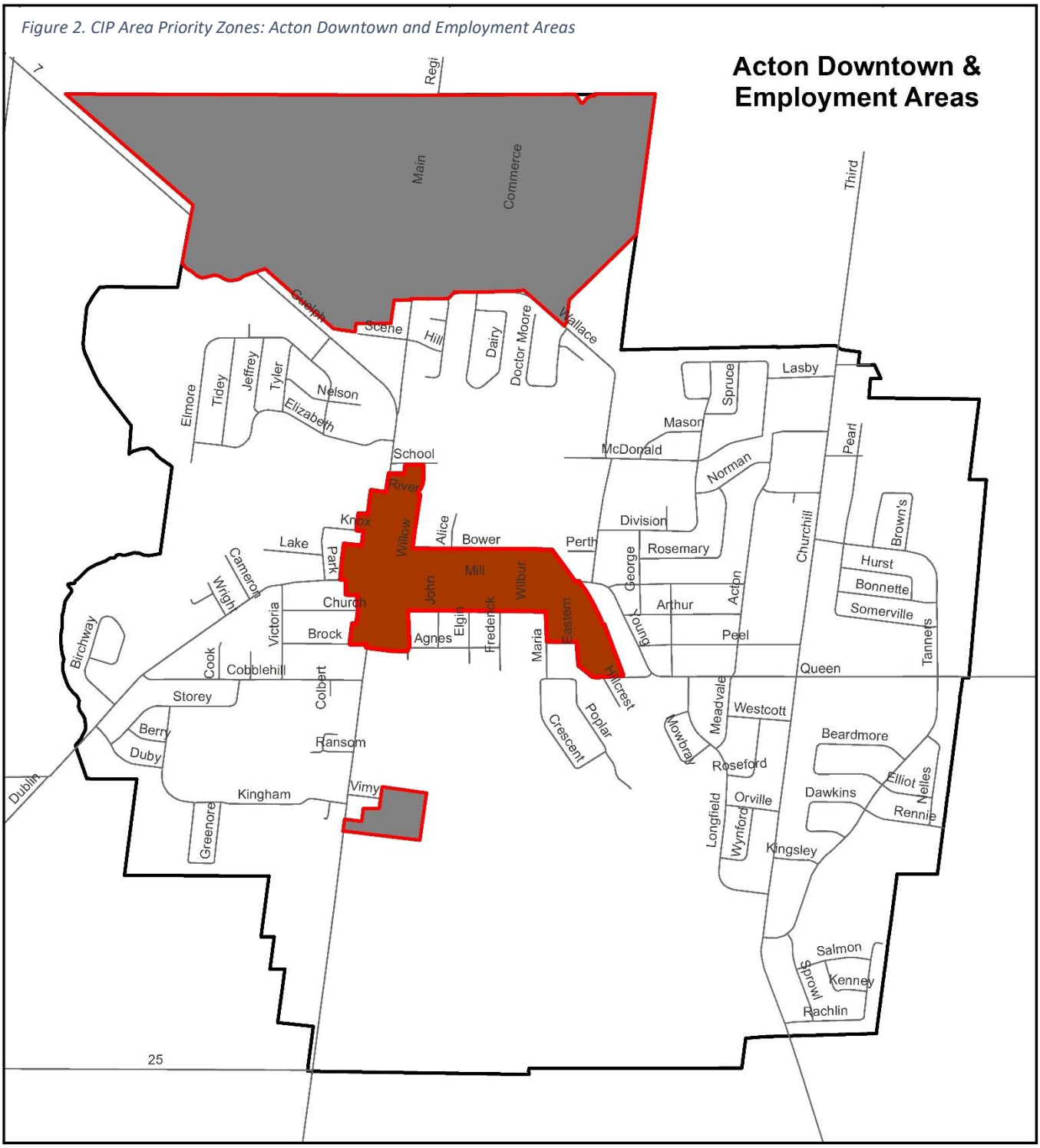


Figure 2. CIP Area Priority Zones: Acton Downtown and Employment Areas



Town of Halton Hills CIP Area Priority Zones: Downtown Acton and Acton Industrial Park

CIPA Priority Zones

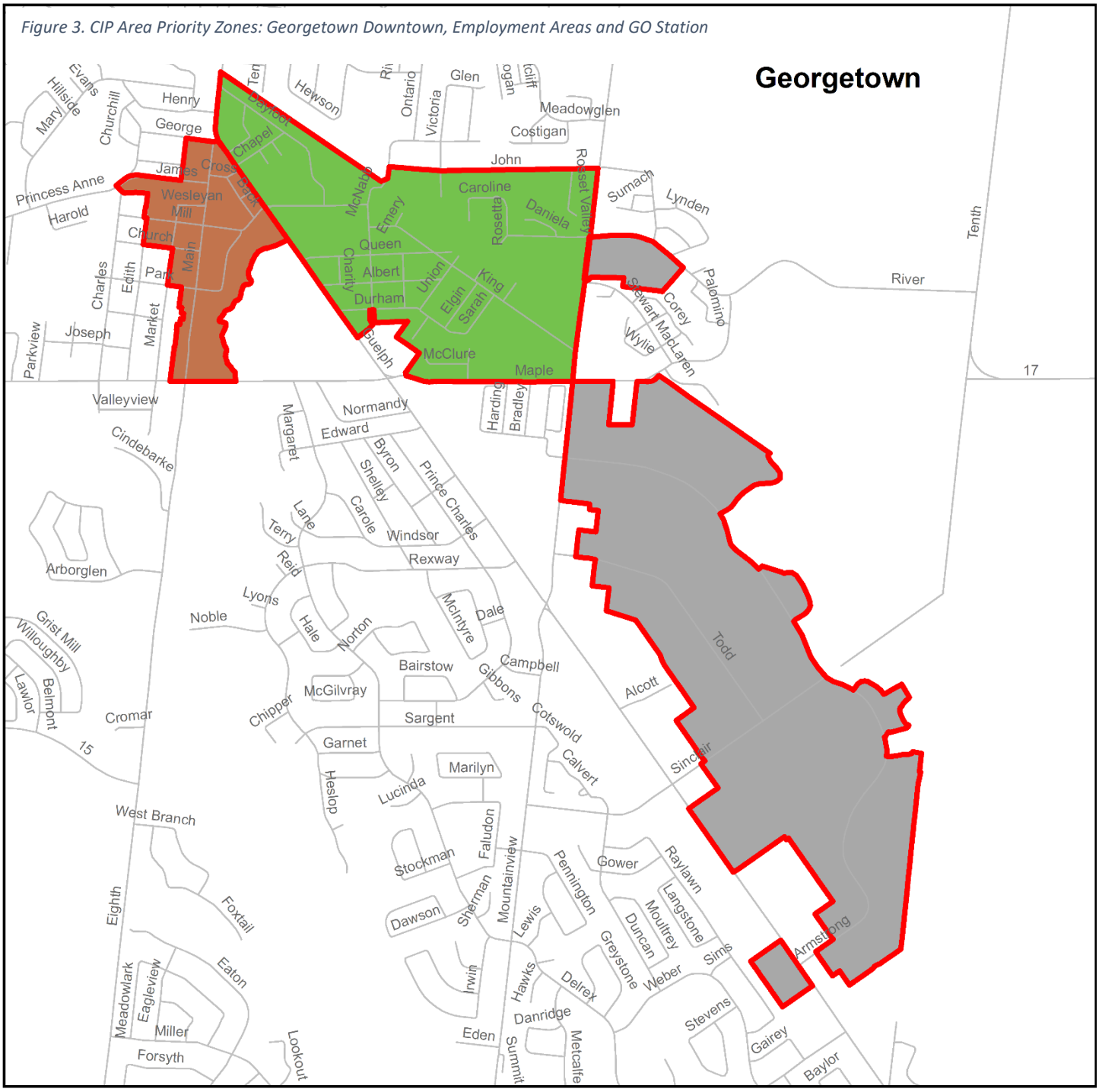
Downtown Acton

Acton Industrial Park - General Employment

N

1:15,000

Figure 3. CIP Area Priority Zones: Georgetown Downtown, Employment Areas and GO Station



Town of Halton Hills CIP Area Priority Zones:
Georgetown Downtown, GO Station Area, General Employment Area

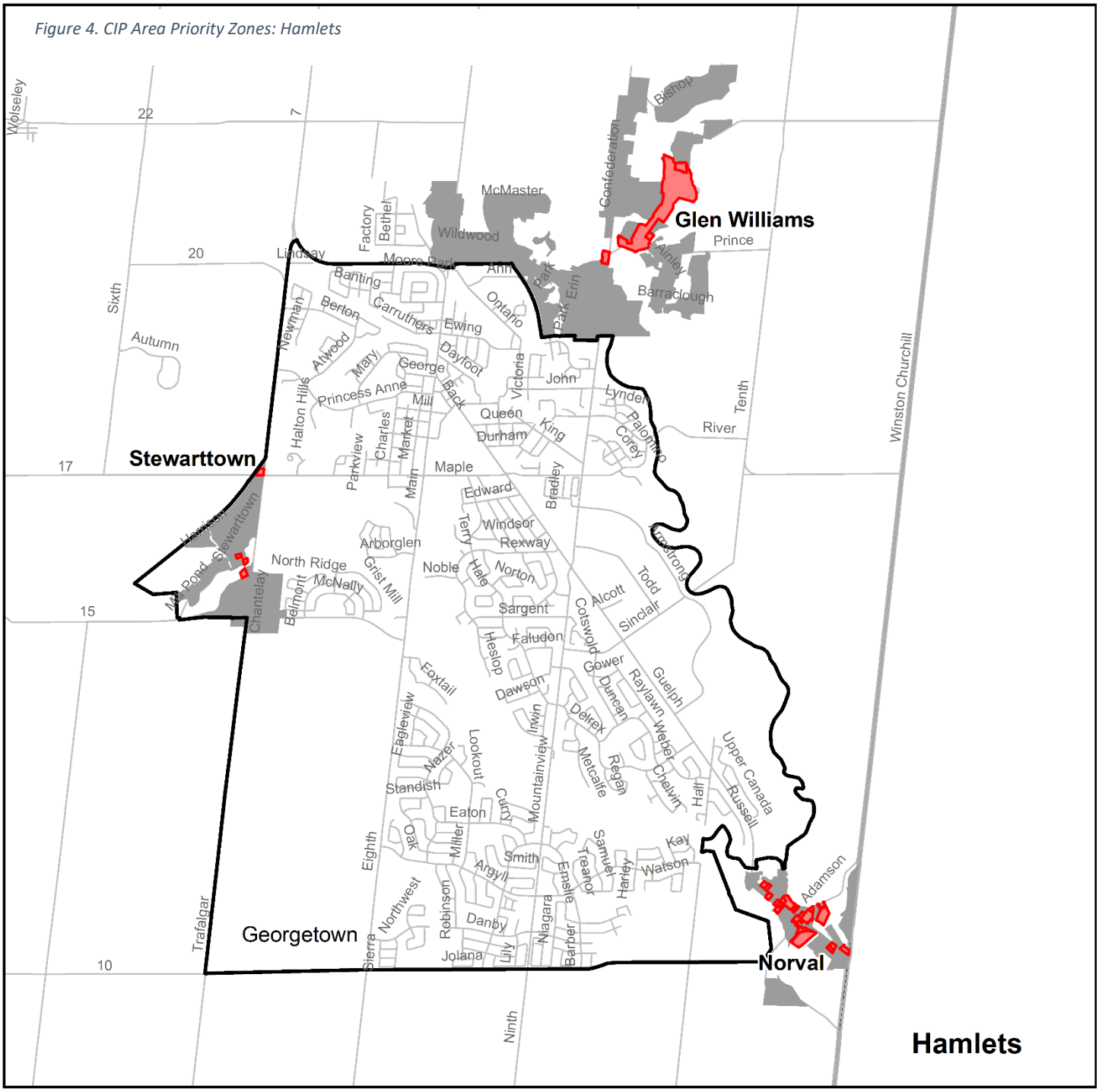
CIPA Priority Zones:

- Downtown Georgetown
- Georgetown GO Station Area
- Georgetown Industrial Park - General Employment Area

1:18,000

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Figure 4. CIP Area Priority Zones: Hamlets



Town of Halton Hills CIP Area Priority Zones:
Hamlet Commercial (HC) and Hamlet Commercial Core (HCC)

CIPA Priority Zones:

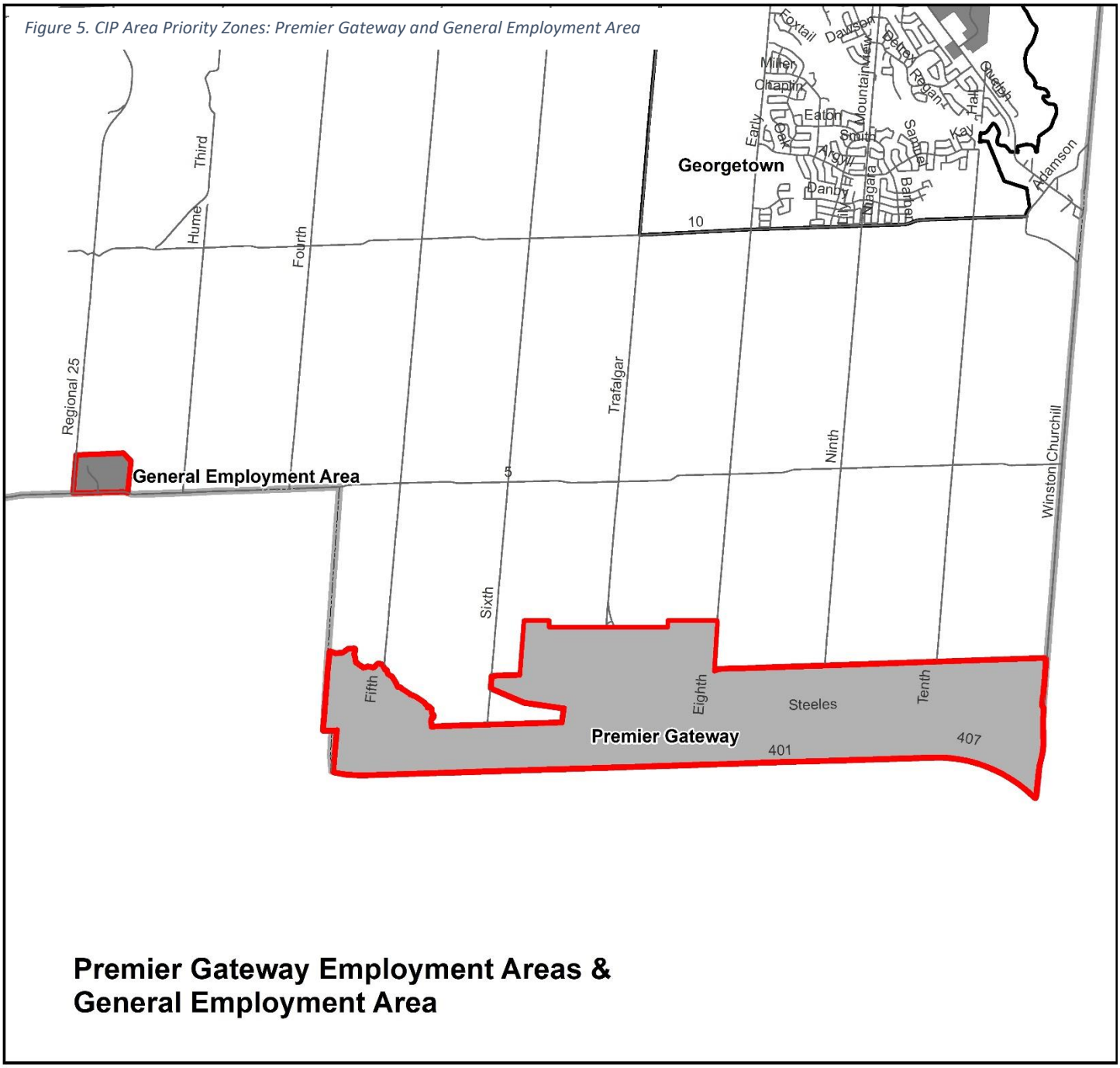
- Hamlets (Zoned HC and HCC)
- Hamlets
- Urban Area Boundary

N

1:44,000

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Figure 5. CIP Area Priority Zones: Premier Gateway and General Employment Area



Town of Halton Hills CIP Area Priority Zones:
Premier Gateway Employment Areas

CIPA Priority Zones:

General Employment Area and Premier Gateway Employment Areas

1:65,000

4 Financial Incentive Programs

4.1 Overview of Financial Incentive Programs

The following suite of programs is designed to enable the Town to provide incentives and support to local businesses and encourage revitalization and private sector investments. Table 1 summarizes CIP programs and outlines the type and level of assistance and applicable area. A detailed description of each program is provided in Appendix A.

Table 1. CIP Program Summary

Program	Description	Applicable Area	Maximum Assistance
Façade Improvement Grant Program	Grant to promote façade improvements and to encourage private sector property owners to implement aesthetic improvements to their property(ies) that otherwise may not occur due to cost-related issues.	Scoped by Zoning: Downtowns (DC1 & DC2); Hamlet Commercial (HC & HCC); Development (D)	50% cost-matching $15,000 per property OR $25,000 for properties with more than one façade $3,000 top-up for heritage properties
Building and Property Renovation Program	Grant (forgivable loan) to encourage the significant renovation of existing commercial, heritage and other non-residential and mixed-use buildings on the Mainstreet, including the conversion of upper floor space to residential and/or office use. To promote functional improvements, accessibility, energy efficiency and consumption reduction, and upgrades to an older building stock.	Scoped by Zoning: Downtowns (DC1 & DC2); Hamlet Commercial (HC & HCC); Development (D)	50% cost-matching $30,000 per property Secured loan forgivable over 5 years at an annual forgiveness rate of 20%
Agricultural Building Renovation Grant Program	Grant (forgivable loan) to encourage the restoration, renovation, and improvement of existing agricultural buildings for 'value-added' agricultural uses. Supports on-farm diversification.	Rural Area	50% cost-matching $25,000 per project Secured loan forgivable over 5 years at an annual forgiveness rate of 20%
Commercial Property Accessibility and Energy Efficiency Enhancement Program	Grant program that assists existing commercial and commercial portions of mixed-use (commercial-at-grade) properties within the CIPA with the financing of accessibility improvements and energy retrofits. Includes two streams: A. Accessibility Improvements B. Energy Retrofit	Town-wide for commercial properties	<u>Stream A:</u> $5,000 per project <u>Stream B:</u> $7,500 per project

Program	Description	Applicable Area	Maximum Assistance
Environmental Site Assessment (ESA) Grant Program	Grant program that assists privately owned sites with a Phase I ESA, assistance to further specify extent and nature of environmental contamination through grant assistance of Phase II ESA study and development of any Remediation Action Plan.	Town-wide for Brownfields per Phase I ESA	$20,000 per study 2 studies per project $35,000 per project
Multi-stream Tax Increment Equivalent Grant (TIEG) Program	Leverages increased property tax assessment and helps reduce financial costs of property (re)development that meets strategic public/Town interests/ goals. Supports the Town's objectives related to economic development, affordable housing, environmental improvements, productive re-use of brownfields, and continued investment in the historic downtowns of Acton and Georgetown. Includes four streams: A. Brownfields B. Downtown Commercial C. Affordable rental housing D. Employment	<u>Streams A&C:</u> Town-wide <u>Stream B:</u> Downtowns <u>Stream D:</u> Employment Areas (including eligible office development in the Premier Gateway)	<u>Streams A,B,D:</u> 50% of municipal property tax increment 10 years or dollar limit of eligible costs, whichever is reached first <u>Stream C:</u> 100% of municipal property tax increment 10 years or dollar limit of eligible costs, whichever is reached first
Planning Fees and Building Permit Grant	This program offers property owners with plans to develop new non-residential and new affordable rental housing (with six (6) or more units), a grant equivalent to a reduction in applicable planning and building permit fees. Such a grant may, in concert with other program support, help encourage new development efforts through reducing initial regulatory costs.	Downtown Acton and Georgetown, Georgetown GO Station Lands, Employment Lands Town-wide for Brownfields	50% cost-matching <u>Planning Fees:</u> $4,000 per property <u>Building Permit Fees:</u> $10,000 per property
Non-residential Development Charge (DC) Deferral Program – Interest Grant	To provide assistance for the significant (re)development of key sites by deferring the cost of development related to DCs. This program provides a grant to cover a portion of the interest charged through the Town's non-residential DC deferral policy (CL-2012-0002) for the significant (re)development of key sites.	Town-wide for non-residential development	Dovetail existing Town DC deferral policy by paying portion of interest bearing on the deferrals, up to $10,000
Affordable Housing Development Charge (DC) Related Program	To stimulate the development of affordable rental housing in Town. Program consists of a 20-year DC deferral, no interest (mirroring Halton Region's DC policy)	Town-wide for affordable housing projects	20-year deferral, interest free
Environmental Remediation Tax	Cancellation of property tax increase (which result from remediation and redevelopment) for eligible properties as	Brownfields identified by the Town only	Matching tax assistance is limited to the earlier of 3 years or the date that

Program	Description	Applicable Area	Maximum Assistance
Cancellation Assistance Program	an incentive for environmental rehabilitation. Under the Brownfields Financial Tax Incentive Program (BFTIP) municipalities can receive provincial education property tax assistance to match municipal property tax assistance so that a property owner can clean up eligible brownfield properties under the provisions of Section 365.1 of the *Municipal Act, 2001.*		tax assistance equals the costs of remediation necessary to permit filing of a Record of Site Condition or the maximum duration of matching tax assistance permitted by the Ministry Specific assistance outlined in municipal by-law

As noted above Halton Region Official Plan provides for the Region to participate in local municipalities' CIPs through loans and grants to local municipalities. The Halton Regional Program for Community Improvement Plans (CIPs) Guidelines (2016) provides a detailed description of potential Regional assistance and the process for securing Regional approval to match local funding of successful applications. The program requires the local municipality to make application to the Region for projects which are approved for funding under the local CIP. There are important policy goals of the Region in assessing the merit of individual projects, chief among these that the project should further key ROP policies. In addition, any financial grant assistance provided by the Region in support of a local municipal CIP program application must be matched by the local municipality, and any Regional program grant in support of a local municipal CIP program application is subject to a maximum of $50,000.

The Town of Halton Hills CIP currently does not provide for any matching funds from the Region over and above the current Regional program in place. Should regional municipal provisions of assistance change during the term of this plan, the Town acting in its discretion will review the programs under this CIP with a view to maximizing the benefit of expanded Regional program assistance.

These programs are in effect for the five-year period of the CIP, Council has the ability to extend, revise or alter this CIP beyond the five-year horizon subject to the objectives of Council and the performance of the Plan.

The Town of Halton Hills will only accept applications for financial assistance for development or property enhancement projects for properties located in the CIPA for the five-year duration of this CIP.

Council delegated responsibility for program implementation to Town staff. Town staff may, at its discretion, determine an appropriate level of financial support for individual applications based on the merits of each project. Town staff has the discretion to bring certain projects to Council for their approval.

Grant support is not guaranteed to be approved at the maximum values identified under each respective program. The amount of the grant is subject to and at the discretion of staff or Council (where appropriate) and is dependent on the list of "eligible costs".

For projects which clearly demonstrate merit, based on a detailed review of the planned development, type of use, level of private sector investment and other community benefits, the option exists to approve funding in-principle, under each program to which the project may become eligible as a result of investment in and re-assessment of the property. In this instance, final approval of support under each program is deferred until the detailed eligibility criteria and any other conditions of approval have been met as a result of the

progress of the project from concept to construction and re-evaluation of the property. This should not be read as approval to access all programs at their maximum amounts. Eligibility of any program is determined solely by the Town.

4.1.1 Prohibition of Retroactive Financial Support

At no time will financial support through the CIP be provided to projects retroactively. Retroactively means no support for projects that occurred prior to the CIP update or when in force works undertaken without application and then subsequently a retroactive application made or when applicable work has already begun prior to application submission/approval.

At this time, Halton Region is not a participant in the financial incentive programs of the CIP. Should Halton Region become a participant during the operational period of the Town's CIP, applications in progress at the time of such participation may be eligible for consideration under programs of regional municipal assistance. In no event shall approved applications under a particular program for which funds have already been dispersed to the successful applicant, be eligible for retroactive support under regional municipal assistance provisions.

4.2 General Eligibility Considerations

The following General Eligibility Requirements must be met by all applications to any incentive program before being considered by the Review/Evaluation Team.

The General Eligibility Requirements must be read in association with the program-specific eligibility requirements detailed in *Appendix A*.

- Applications which are in default of any By-law of the Town of Halton Hills as well as applicants with any property tax arrears, or who are involved in ongoing litigation with the Town will be screened from further consideration, until such time as these defaults are remedied.
- All applicants shall also be in good standing with regard to any other municipal fees and levies liable on the property. Applicants will be given the opportunity to reinstate their applications once tax arrears and outstanding municipal bills have been cleared.

4.2.1 Commercial and Mixed Use

Program eligibility under this CIP is limited to private owners of commercial property as defined under the Town of Halton Hills Zoning By-Law together with properties of a commercial nature defined as Development in the Zoning By-Law. Some incentive programs allow applications by tenant with property owners authorization (as detailed in the program descriptions in Appendix A).

Institutional is excluded. Where an institutional use clearly includes rental housing, the rental housing portion of the project is eligible.

Assistance is aimed at commercial uses, existing, or proposed through development or redevelopment whether in standalone buildings or in mixed-use buildings.

In addition, existing commercial buildings which have the potential for renovation to include upper floor residential use (whether affordable or otherwise) are supportable under the general eligibility of the plan.

All eligibilities are controlled by application of relevant zoning categories in order to ensure that only commercial uses and locations that align with the focus of a publicly funded CIP are included.

4.2.2 Employment Lands

The continued support of the Town's industrial and employment lands policies to grow and diversify the employment base is an important part of this multi-sector focused CIP. As such, all employment uses as defined under the Town's Zoning By-law are eligible for assistance.

The scale of assistance under relevant programs is at the discretion of the Town based on the merits of individual applications. The Town will prioritize those employment land projects that results in new inward investment; priority manufacturing sectors as may be identified by the Town from time to time; expansions to existing facilities that generate net additional employment and/or which ensure continued retention of the business in the Town.

The Town will also prioritize target sectors including advanced manufacturing and related research and development, food and beverage, renewables and clean energy, and agri-business.

The Town will also prioritize projects that include capital measures to install new environmental technologies in facility operations, including those that contribute to reducing greenhouse gas emissions, or which derive energy from or service a local electricity grid via renewable energy sources. The Town will consider these measures in their totality and apply principles of best practice in determining the merits of individual projects.

Assistance in the Premier Gateway will prioritize large stand-alone office development to diversify its employment base and attract high-density employment uses. Only offices with the gross floor area of 20,000 square feet or more are eligible.

4.2.3 Affordable Housing

Incentives related to the provision of affordable rental housing as defined by the *Provincial Policy Statement*, necessitate that the applicant and the Town agree on the basis for maintaining affordability of units into the future, once developed. Eligibility for program assistance is therefore based on the following:

a) Each unit which receives a benefit through the program(s) shall meet the program definition of Affordable, as amended from time to time;

b) Assistance is limited to the proportion of unit in developments that are defined as Affordable;

c) The agreement must be registered on title;

d) The agreement will be binding on the owner's heirs, successors and assigns, as well as binding on a transferee if the property changes hands;

e) The housing provider must annually provide a statement to the Town's CIP coordinator confirming that each unit remains affordable;

f) If the housing provider does not carry out its obligations under the agreement, the housing provider shall pay to the Town the entire amount of benefits conveyed under the agreement, together with any applicable costs and interest;

g) Other reasonable requirements and conditions will be included in the agreement on a project-specific basis.

Each year the applicant is expected to provide unequivocal proof that each rental unit is provided in accordance with the definition of **affordable rental unit** in order to receive assistance. This unequivocal proof may take the form of a signed lease agreement, showing the name of the lessee and the affordable rental rate, along with copies of cleared cheques from the lessee proving that the rent paid matches the affordable rental rate on the lease, or other acceptable documentation.

Given these requirements for annual monitoring of affordability, applicants should consider carefully their capacity to meet these obligations. This is particularly true for incremental projects comprising less than 6 rental units either built new or attained through conversions. For this reason, the Town will focus on programs that require a strong and ongoing commitment to affordability and on projects that, in the view of the Town, are most likely to meet these long-term policy goals.

4.2.4 Eligibility for Brownfield Redevelopment Financial Incentives

Successful applications for financial assistance involving tax-based assistance will necessitate a site-specific brownfield redevelopment funding agreement between the Town and the applicant. This agreement will

establish the magnitude of anticipated eligible costs as well as provide for mechanisms to verify actual costs as eligible under the Plan.

Eligible costs are generally defined as costs incurred in the remediation of a property which, as of the date of site assessment, does not meet the standards of the *Ontario Environmental Protection Act* to permit a Record of Site Condition to be filed in the Ontario Environmental Site Registry. The Town will require verification of these costs when applying the programs to individual projects which have been approved for funding assistance.

Assistance under the brownfield-related programs contained in this CIP is limited to the costs of environmental site assessment, remediation and risk management and compliance with environmental regulatory approval requirements. Assistance is limited to the stated eligible costs. All other rehabilitation-related costs are ineligible under this Plan.

Eligible costs for Environmental Site Assessment Grants are: Phase II ESA studies and Remediation Action Plans, Risk Assessments, and other studies that are part of the regulatory submission requirements to enable a Record of Site Condition acknowledged by the Ministry of Environment, Conservation and Parks (MECP).

For all Brownfield CIP programs the following costs are eligible for assistance:

- Environmental remediation and costs of achieving acknowledgement of a Record of Site Condition by the MECP and Certificate of Property Use as may be required. This includes remedial action plans, risk management plans, and implementation costs;
- Waste transfer of contaminated (impacted) soils only to landfill and tipping fees for contaminated soils land fill. This explicitly excludes excess soil removal as part of the required development for soils which are not contaminated;
- Fill and grading to replace only contaminated soils;
- Demolition of existing buildings or structures required as part of remediation efforts;
- Site development and infrastructure work including improvement or reconstruction of existing on-site infrastructure and development, triggered by the existence of contamination and requirements for remediation;
- Legal fees directly related to site investigation, remediation and filing of a Record of Site Condition and compliance with any Certificate of Property Use.
- Insurance premiums for Cost Cap Insurance and Pollution Legal Liability (PLL) Insurance;
- Ongoing site environmental monitoring and management (part of risk management strategies); and
- Interim financing costs (interest and financing fees) related to eligible costs. Long-term debt financing costs are not eligible.

Eligibility for Brownfield Incentives is Town-wide, as follows:

Environmental Site Assessment (ESA) Program Eligibility:

- Private sector landowners/developers who are actively seeking renovation/ redevelopment or re-use of the property and provide Phase I ESA conducted by a qualified environmental consultant (Qualified Professional) indicating a requirement for a Phase II ESA.

All other programs must meet all the following conditions:

- Private lands proposed for development or redevelopment
- The need for remediation is defined as a site with a Phase II ESA which indicates that site conditions do not meet standards (under the

Environmental Protection Act) to permit filing of a Record of Site Condition.

Prioritization:

Priority in access to funding is given to:

- Contaminated sites proposed for Affordable Housing as defined under this CIP
- Sites located within the Downtown Acton and Downtown Georgetown Priority Zones as well as the Georgetown Go Station Secondary Plan Area and Acton GO Area.

Table 2 below shows the geographic application of the CIP programs, detailing their application in the Key Focus Areas.

Table 2: CIP Programs and Geographic Sub-Area Applicability

Program	Town-wide	Downtown Acton	Downtown Georgetown	Hamlets	GO-Station Lands	Employment Lands	Rural
1 Façade Improvement Grant Program		✓	✓	✓ COMMERCIAL ZONING			
2A Building and Property Renovation Grant Program		✓	✓	✓ COMMERCIAL ZONING			
2B Agriculture Building Renovation Grant Program							✓
3 Commercial Property Accessibility and Energy Efficiency Enhancement Program				✓			
4 Environmental Site Assessment (ESA) Grant Program				✓ BROWNFIELDS			
5A Comprehensive Tax Increment Equivalent Grant (TIEG) Program - STREAM A Brownfield Development				✓			
5B Comprehensive Tax Increment Equivalent Grant (TIEG) Program STREAM B Downtown Commercial		✓	✓				
5C Comprehensive Tax Increment Equivalent Grant (TIEG) Program STREAM C Affordable Rental Housing				✓			
5D Comprehensive Tax Increment Equivalent Grant (TIEG) Program STREAM D Employment Lands					✓	✓	
6 Planning Fees and Building Permits Grant	✓ BROWNFIELDS	✓	✓		✓	✓	
7A Non-Residential Development charge (DC) Deferral Program – Interest Grant				✓			
7B Affordable Housing Development Charge Related Program				✓			
8 Environmental Remediation Tax Cancellation Assistance Program				✓ BROWNFIELDS			

5 Implementation

5.1 Administration and Staff Resourcing

5.1.1 Application Review/Evaluation Team

In implementing the CIP, the Town will administer the application evaluation process by establishing a Review/Evaluation Team based on the application or program being applied for. The Review/Evaluation Team will evaluate the application for Town Staff and/or Council approval. Town staff has the discretion to bring certain projects to Council for their approval.

5.1.2 Roles and Responsibilities for Program Implementation

Key tasks in implementing the CIP are as follows and will be shared among staff in Economic Development, Planning and Finance:

- *Staff education*: A number of municipal departments are expected to play a role in apprising developers and business/property owners of available program opportunities under the CIP and navigating persons to key sources of information in this regard. This includes Economic Development, Planning and Development, Transportation and Public Works, Climate Change, and Corporate Communications staff.

- *Marketing and promotion*: Section 6 of this document outlines the marketing plan for the CIP. Departments that are expected to play a key role in supporting the effective marketing of the CIP include Economic Development and Planning and Development (at the time of application discussion (i.e. pre-submission meeting) and eventual take-in).

- *Organizing and hosting a pre-application consultation meeting:* This should be held with each potential applicant to discuss the proposal, eligibility and potential program options. Staff from relevant departments may provide input as needed.

- *Managing the implementation of the CIP and the process of application review and approval. This includes:*

  - *Financial/Administrative:* including application intake and pre-screening as well as monitoring the dispersal of funds from a CIP capital account.

  - *Co-ordination of Review/Evaluation Team*: the timely issuance of pre-screened applications to the Review/Evaluation Team for review and approval, as well as the organization of regular committee meetings to review applications if required.

  - *Preparation of application review and recommendation reports if required* for Council consideration.

  - *The preparation and execution of legal agreements where required for applications*.

  - *CIP performance monitoring*: Expected to involve site visits to photograph and review improvements to ensure that works completed are in keeping with the respective applications. This will also involve annual CIP performance reporting to Council via a staff report (see *Section 7: Monitoring & Performance* for metrics of evaluation).

5.2 Application Intake & Approval Process

Application intake will occur on an ongoing basis – that is, on a first-come-first served basis - to ensure that the planned investment by applicants is not unnecessarily delayed because of pre-set deadlines for intake of applications. This approach ensures that applicants do not miss an application deadline. However, in order to purse a first-come-first-served model of program administration it is incumbent on the applicants to meet the application requirements in full. Incomplete applications will be returned as such and an opportunity will be provided to re-submit. If the Town remains concerned that applications are not meeting the information needs of the Town, the Town will, at its discretion, reject the application.

Applications will be pre-screened by Town staff for completeness and further consideration. A Review/Evaluation Team will oversee all evaluation once a Complete Application is provided.

Funding support for successful applications will be drawn from the CIP capital account, as necessary. Each program is expected to have an annual funding limit. Funding is assigned in the year in which the application is formally approved, regardless of whether disbursement of funds occurs in the following calendar year.

Application intake and approval is a five-step process: pre-application consultation, submit application, evaluation of complete application, approval and payment. Each step is summarized as follows:

Step 1 **Pre-Application Consultation**

- Prospective applicants can identify their projects by completing an online request on the Town's website that outlines the nature of the project.
- Before work commences on providing a Complete Application, the applicant will meet with Town staff to discuss the scope of work, program requirements, and eligibility. Applicants are expected to meet the Town's submission requirements as laid out in the relevant application forms.

Step 2 **Submit Application**

- Applicants will submit a Complete Application. This includes the application form and ALL supporting documents plus other supplemental information as may be requested by Town Staff.
- The Town will confirm whether the application is deemed complete.

Step 3 **Evaluation of Complete Application**

- Complete Applications will be evaluated by the Review/Evaluation Team (comprised of Town staff and other stakeholders as appropriate) to ensure compliance with the Town's CIP objectives, property and building standards/permits, by-laws and policies.
- The Review/Evaluation Team may request additional information and/or request a site visit.
- Applicant is notified of decision, any conditions of approval, and funding amount (for programs with delegated approval); Applicant notified of Recommendation to Council for all others.

Step 4 **Approval**

- The nature of approval is specific to each program, with some comprising an upfront grant payment, others comprising a deferral of fees, and others tax increment support. For upfront grants/loans, a formal grant/loan agreement will be required between the applicant and the Town. Conditional approvals of Deferrals and Tax Increment Support will be communicated in writing, outlining the process that is required to finalize approval of funding.
- Where the application is for Tax Increment Support and Development Charges deferral, approval is in principle until all conditions of development are met.

Step 5 **Payment**

- Timing of works which are the subject of the application are the responsibility of the applicant.
- Disbursement of funding will be in accordance with the provisions of the individual program in question.

5.3 Delegated Approval

For certain programs, the Town of Halton Hills will employ delegated authority to determine the outcome of individual applications. Delegated approval authority is as provided for under the Ontario Municipal Act and the appropriate by-law of the Town of Halton Hills. Delegated authority will reside with the Chief Administrative Officer.

The process of delegated authority in respect of those programs to which it applies is as follows:

- Evaluation by the Review/Evaluation Team, resulting in a recommendation and vote by that Committee;
- Result of this evaluation is binding on the Committee Chair;
- For those programs that necessitate funding from the CIP capital account or initiation of a Town-backed forgivable loan, the delegated decision will be provided to Council and the necessary Town by-law drafted and adopted to enable funding to be provided to the successful applicant; and
- At any time, Council can request that an individual application is elevated to a decision of Council.

For those programs which are deemed subject to a decision of Council, the process is as follows:

- Evaluation by the Review/Evaluation Team, resulting in a recommendation and vote by that Committee
- Staff report including a recommendation to Council for its consideration and a Request for Decision (RFD); and
- Council consideration and decision.

6 Marketing the Plan

6.1 Marketing-Focused Approach

The CIP financial incentive programs are designed to provide support to local businesses, encourage revitalization and private sector investments in different areas from façade improvements to affordable housing to contaminated lands clean-up. It is recommended that the Town adopts a marketing-focused approach. The Marketing-Focused Approach means sectionalizing the web-based presence of the CIP to be more easily marketed to various sectors and align with key branding and attraction strategies available to investment capital. It is recommended that the Town develops an umbrella marketing strategy for the overall CIP and specific marketing strategies for each program.

This involves the following:

1. Strong Web Presence: The full suite of incentives forms part of the Town's broad inward investment, tourism, community focused digital presence;
2. Direct links to application forms, eligibility criteria, FAQs on process and contact details for arranging pre-application consultation;
3. Advertising incentives as part of other municipal services to business: planning, licensing, taxation;
4. Online application forms and tracking;
5. Outreach – utilizing the network of business support organizations for regular updates on a) program development; b) successful applications; c) initial launch; annual program updates.

6.2 Evaluating the Impact of Marketing Initiatives

The following metrics will be used to evaluate the success of marketing efforts:

- Total number of marketing initiatives undertaken/completed (annually);
- Total number of calls and/or expressions of interest received (annually) from potential applicants via varying media (via telephone, online submission requests etc.);
- Total number of pre-application consultation sessions completed (annually) and the nature of interest in programs (e.g., Façade Grant versus DC Deferral);
- Number of CIP inquiry forms received from the Town's website (annually);
- Total number of applications received as a result of marketing initiatives/tools (this information may be gathered at the point of application/pre-consultation); and
- Webpage visits and distribution of CIP marketing and application materials.
- CIP Feedback Surveys for applicants that have successfully completed a CIP program.

7 Monitoring & Performance

7.1 Employing Qualitative and Quantitative Measures

The Town should employ a mixture of qualitative and quantitative measure to assess the impact of the CIP and its programs. These should recognize both the measurable impacts of programs as well as the intangible benefits of community improvement programs, such as enhancements to aesthetic appeal of the public realm within the CIPA and improved built form. The overall CIP should be monitored with consideration for the following variables for each of the financial incentive programs:

- Total amount of committed funding annually;
- The number of applications submitted;
- The number of successful applications (overall take-up of each program);
- Total amount of private-sector investment that resulted;
- Assessment of the quality of improvements as compared to the works proposed; and
- Applicant satisfaction with application process and communication materials and protocols.

Though not required, it is recommended that a post-development/post-program follow-up interview/survey be provided to each successful applicant to confirm levels of satisfaction with the application process as well as to provide insight on the effectiveness of communication channels, materials and protocols employed to market the CIP. Information gathered should form part of the qualitative assessment of the CIP and facilitate proactive marketing and implementation solutions as may be required to enhance areas of performance.

7.2 Staff Reporting to Council

Monitoring of the CIP will occur annually as a means of assessing (on an ongoing basis) individual program take-up and the scale of private sector investment leveraged by each approved funding allocation (that is, by application). A published estimate of private-sector investment (and/or ratio of private/public investment) is to be provided via an annual Staff Report to Council.

Staff of the Town of Halton Hills will provide Council with an annual report regarding the decisions made and funding provided under delegated authority. The report will itemize all applications for program support, the evaluation process and recommendation for each application considered in that calendar year, and the details of funding support provided.

7.3 Evaluating and Updating the Plan

The CIP duration is five (5) years from the date of its official launch, an internal interim review is to be undertaken in year 3. A detailed formal review to be conducted in year 5 to determine whether each program has met the goals and objectives of the CIP, evaluating a) the effectiveness of the funding and organizational structure of the CIP process, b) the composition and operation of the Review/Evaluation Team and c) the effectiveness of staff and other resources to administer, monitor and market the Plan.

Baseline monitoring of the CIP will occur annually as a means of assessing (on an ongoing basis) individual program take-up and the scale of private sector investment leveraged by each approved funding allocation (that is, by application).

At its discretion, the Town reserves the right to add to, amend, alter, adjust, discontinue the plan, or parts thereof, extend the plan period or make any other changes to the programs of support, funding, mechanisms and policies governing applications, evaluation and eligibility. Council may extend, revise or alter this CIP beyond the five-year horizon subject to the objectives of Council and the performance of the Plan.

Changes to the provision of this CIP which are considered to represent a material change which necessitates a formal amendment to the Plan includes the following:

1. A significant change to the boundary of the geographic area subject to the CIP;
2. The addition of new programs of financial assistance operationalized within this CIP;
3. A significant order of magnitude increase in the maximum amount of financial assistance offered as part of the guidelines for funding contained in this Plan; and
4. A significant change in the eligibility criteria for access to program support under this CIP.

Appendix A: Schedule of Program Details

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PROGRAM 1: FAÇADE IMPROVEMENT GRANT PROGRAM

Priority Zones: Geographic CIPA Sub-Area Applicability

Program	Town-wide	Downtown Acton	Downtown Georgetown	Hamlets	GO-Station Lands	Employment Lands	Rural
1 Façade Improvement Grant Program		✓	✓	✓ COMMERCIAL ZONING			

Rationale and Objective(s)	This is an "all-Inclusive" grant intended to support comprehensive improvements to properties in the Town of Halton Hills' Downtown Priority Zones and the Hamlet Priority Zones. The grant is designed to promote Façade improvements and to encourage private sector property owners and tenants to implement aesthetic improvements to their property(ies) that otherwise may not occur due to cost-related issues. Landscape improvements are eligible under the Building and Property Renovation Grant Program which addresses more substantial property-related enhancements. Under the Façade Improvement Grant Program, matching grants may be offered to eligible property owners and tenants for building front, and where applicable, side and rear exterior improvements. Additional funds are available for qualifying side and rear Façade improvements. **The Town will determine eligibility for side and rear Façade assistance but at a minimum these areas must be publicly accessible areas (such as with premises accessed from rear parking lots), as well as corner lots with highly visible side Façades.** Grant also includes provision for exterior signage improvements, walkway signage between buildings and rear access signage enhancements.
Benefits	• Grant supports the enhanced aesthetic appeal of downtowns and near downtown areas through Façade and signage improvements. Associated public realm improvements, infill development and interior building improvements available under other programs can assist in overall vibrancy, visitation, economic impacts and assessment growth.

	• Potential to leverage private sector investment in modest building façade improvements which have a direct benefit to the architectural quality of the street. • Façade improvements have the capacity to self-advertise the benefits of renewed investment in real property.
Legislative Provision	Section 28(7) of the *Planning Act* (R.S.O. 1990, c. P.13) provides for grant assistance "for the purpose of carrying out a municipality's community improvement plan."
Target Group	Private sector property owners, with an emphasis on commercial retail, office, and mixed-use properties within the Priority Zones of the Community Improvement Project Area (CIPA): • Downtown Acton; • Downtown Georgetown; and • Hamlets.
Program Specifics and Limitations	Applicant may apply for one or any combination of the following: **Façade** • Matching grant of up to 50% of eligible costs or a maximum grant of $15,000 per property, whichever is less. • Only one successful application is permitted during the life of the plan (5 years) received from either the property owner or the tenant (or a joint application by both). • Matching grant of up to 50% of eligible improvement costs or a maximum grant of $25,000 per property, whichever is less for Façade improvement projects involving more than one Façade. This includes buildings located on a corner lot (that is, a property with frontage on two municipal streets) or on a lot with access onto the linked system of rear courtyards or public parking area. • The minimum grant is $2,500 per property. Project applications including matching assistance of less than $2,500 will not be considered.

	Heritage	• Section 39 of the Ontario Heritage Act provides for grants and tax assistance to properties designated under Part IV of the Act, as well as properties within the Town's only Heritage Conservation District under Part V of the Act. • Applications involving designated heritage properties received under this program will be automatically considered for evaluation under the Town's existing OHA Section 39 grant program which provides for a maximum assistance of $3,000 per property. • As the Section 39 grant does not cover properties which are listed but not designated, any such properties applying for a grant under the CIP will be considered for a heritage top-up grant of $3,000. • To receive the heritage top-up grant, recommendations by the appropriate Town's heritage planning staff must be followed.
Eligibility		• All commercial and mixed-use buildings (commercial/retail/office at-grade) within the identified Priority Zones. • This program includes former residential buildings now used, in part or in whole, for commercial/office use (that is, commercial/office at-grade). • Private property owners or tenants for costs associated with materials, labour, equipment and professional fees related to external building works specifically for Façade improvement or signage development and implementation of improvements consistent with any applicable municipal design guidelines for the Town as may be in force from time to time. • The grant is meant to be applied to improvements and upgrades to the street fronts of properties, but it may also be applied to the rear or side of a property only in cases where the rear or side of a property is facing a street or public park or public gathering space or parking area that is accessible to the general public.

Examples of Eligible Costs (non-exhaustive)	• Enhancement, replacement and rehabilitation of doors, windows, and façades. • Energy efficient window replacements which maintain aesthetic quality of the Façade as intended by this program. • Restoration of existing façade and surfaces (cleaning, woods, tuck pointing). Includes repair or restoration of original features or an approved facsimile (cornices, parapets, eaves, other architectural features). • Removal of non-original siding or facing. • Removal of inappropriate signage. • Repair or restoration of authentic historic storefront treatment. • Painting in original or period colours. • Exterior lighting improvements. • Installation of appropriate awnings. • Installation of new signage in accordance with the Town's signage by-law. • Renovation of existing storefronts in accordance with standard principles of traditional storefront design (fascia board for signage above storefront, appropriate display windows, removal of incompatible alterations, etc.). • Improvements to the principal façades of incompatible buildings being sympathetic and compatible with the historic character of the area. • Re-cladding in more traditional materials complementary to the architectural vernacular. • Consideration for inclusion of public art within façade improvements namely art installations, murals, and other innovations upon presentation of design plans. • Eligible costs include fees associated with the services of a professional architect, engineer, planner, heritage consultant, or other building specialist necessary to fully implement plans for building improvement. • Professional quotes from multiple licensed contractors (minimum 2) operating at arm's length from the applicant will be required.

Approval Process	Façade Improvement Grants disbursed as follows: 100% on satisfactory completion as determined by the Town.
Duration	• Program application duration – 5 years. • The program will be monitored for effectiveness on an annual basis with an interim review in year 3 (and detailed review in Year 5) to determine whether the program has met the goals of the Community Improvement Plan.
Other Restrictions	• The Town of Halton Hills has the right to review any and all aspects of the program, including the purpose, form, method of application, evaluation and amount of funding of the program, from time to time, or at any time, for any reason, and at the sole and absolute discretion of the Town. • As necessary, the Town may amplify or adjust the application and approval protocols associated with this program. • The Town may refuse an application if it deems project feasibility to be limited or for any other reason, at the sole discretion of the Town. • If the completed project proves to be inconsistent with the proposed project that was approved and detailed in the application form and supporting documentation, the Town retains the right to delay (pending correction of building work), withhold or cancel the disbursement of funds.
Other Government/Non-Profit Organization Investment	Applicants who identify other sources of financial assistance for exterior building renovations, which result in a higher level of private investment than would have otherwise occurred, will be given preference in the allocation of funds.

PROGRAM 2A: BUILDING AND PROPERTY RENOVATION GRANT PROGRAM

Priority Zones: Geographic CIPA Sub-Area Applicability

Program	Town-wide	Downtown Acton	Downtown Georgetown	Hamlets	GO-Station Lands	Employment Lands	Rural
2A Building and Property Renovation Grant Program		✓	✓	✓ COMMERCIAL ZONING			

Rationale and Objective(s)	To encourage the significant renovation of existing commercial, heritage and other non-residential and mixed-use buildings in Downtown Acton, Georgetown and Hamlets (scoped by zoning) including the conversion of upper floor space to residential and/ or office use. To promote functional improvements, accessibility, energy efficiency and consumption reduction, and upgrades to an older building stock. Conservation and preservation of heritage buildings can be achieved in part by ensuring functional improvements to the historic building stock. Property improvements can include any identified and eligible improvements to the building, its structure, building systems, and major internal fit-up. Project works must contribute to the significant improvement of the long-term functionality of the building. **General tenant fit-up[1] and end-of-life system replacements etc. will not be supported.**
Benefits	Program will support building improvements resulting in higher property assessment(s) and support the Town's objectives to ensure commercial economic recovery, continue to support property rejuvenation in the Downtown cores and Hamlets, and help bring about additional residential (including affordable rental), professional office and boutique retail and services into the urban core. This grant has the potential to leverage significant private sector investment in interior building renovations and improvements, and help address the costs involved with a range of matters, such as: **Building Works** • Building, fire and other code compliance upgrades; • Expansion/additions/conversions for office and/or retail; • Accessibility enhancements as required under the Accessibility for Ontarians with Disabilities Act (AODA); • Retrofitting space for residential use (upper floors);

[1] This refers to standalone projects for wall partitions, finishes, fixtures, lighting, power, equipment, etc. for the general purpose of enhancing leasehold space and which are not part of a substantial building conversion project.

	• Interior structural works and upgrades (including electrical, mechanical, HVAC and other building systems.). **Property Improvements (permanent installations)** • Front of property improvements including outdoor patio, seating; • Plans to better accommodate curbside pickup and customer service; • Durable landscape improvements (hardscaping, walls, fences;) associated with front and side outdoor service areas; • Rear patio/café garden improvements; • Creation of public walkways and/or courtyards between buildings for the purposes of improving pedestrian access and amenity; • Excludes replacement/improvement of existing asphalt parking.
Legislative Provision	Section 28(7) of the *Planning Act* (R.S.O. 1990, c. P.13) provides for grants and loan assistance "for the purpose of carrying out a municipality's community improvement plan."
Target Group	Private sector property owners of properties within the following areas of the Community Improvement Project Area (CIPA): • Downtown Acton; • Downtown Georgetown; and • Hamlets
Program Specifics and Limitations	**Secured Interest-free Forgivable Loan[2]:** • Maximum grant of $30,000 per property (minimum grant of $15,000 per property). • Grant is a secured loan, forgivable over 5 years at an annual rate of 20%. The grant is equivalent to a proportion of the work value and provided on a matching funds basis to a maximum of 50% of eligible costs. Conditions of approval will be established by the Town and may extend to any reasonable consideration to ensure the interests of the Town as funder are upheld. Generally, all approvals under this program will require that construction commence within 6 months of an approved building permit, and final completion within 18 months. The Town may at its discretion adjust these requirements based on the particular circumstances of the construction project which may necessitate approvals from other agencies

[2] Loan Forgiveness is defined as the incremental accretion of grant status of funds dispersed to approved applicants under *this program*. This translation from interest free loan to grant status (and hence non-repayable to the Town) is earned on the basis of 20% at the end of each calendar year following the execution of the Agreement. In the event of sale or transfer of interest of the property within the 5-year period, Loan Forgiveness ceases to accumulate and the remaining loan repayment is calculated on a prorated basis

	and/or delays in construction which are not in the control of the applicant to overcome. Where the property is sold or interest in the property is transferred to another entity within the 5-year Loan Forgiveness period, the remaining principal of the grant (after annual forgiveness) is repayable to the Town. Upon sale or transfer, all outstanding loan obligations remain payable to the Town based on the approved loan repayment agreement signed by both the Town and the applicant in advance of program assistance. Year 1 of the repayment period commences upon Final Completion of the project. Applicants will be required to enter into an agreement as to the above terms and conditions of the grant/loan elements of the program.
Eligibility	• All commercial properties zoned Downtown Commercial (DC) 1 and DC2, Development (D), Hamlet Commercial (HC) and Hamlet Community Core (HCC). • Given the scale of funding under this program, it is anticipated that the Town will receive applications based on advertised intake deadlines once annually. • For applications which pass the application screening process, eligibility will be determined through the application of criteria, developed and adjusted from time to time by the Review/Evaluation Team. These objectives will seek to relate each application to the goals and objectives of this CIP including the Town's broader policy objectives for climate change mitigation and maximizing the leverage of private investment from the use of public investment. In general terms, the following criteria will be used as a basis for determining the amount of funding and number of projects supported each year: o Quality and extent of submitted plans, cost schedules, and, in the case of additional development, business case rationale, if any provided; o Inclusion of rental housing units in proposed plans; o Meaningful inclusion of energy efficiency retrofit measures; o Maximizing opportunity to promote accessibility enhancements throughout building; o Plans involving designated heritage properties as well as those on the Town's heritage register; o Plans which include contiguous properties through partnership with other owners; o Professional quotes from multiple contractors (minimum 3) operating at arm's length from the applicant; o Supports employment intensification / diversification; o Estimated timing of works to be completed.

Approval Process	The Building Renovation Grant will be disbursed as 100% on completion of the project to the satisfaction of the Town.
Duration	• Program application duration – 5 years. • The program will be monitored for effectiveness on an annual basis with an interim review in year 3 (and detailed review in Year 5) to determine whether the program has met the goals of the Community Improvement Plan.
Other Restrictions	• The Town of Halton Hills has the right to review any and all aspects of the program, including the purpose, form, method of application, evaluation and amount of funding of the program, from time to time, or at any time, for any reason, and at the sole and absolute discretion of the Town. • As necessary, the Town may amplify or adjust the application and approval protocols associated with this program. • The Town may refuse an application if it deems project feasibility to be limited or for any other reason, at the discretion of the Town. • If the completed project proves to be inconsistent with the proposed project that was approved and detailed in the application form and supporting documentation, then the Town has the right to delay (pending correction of the building works), withhold or cancel the disbursement of funds.
Other Government/ Non-Profit Organization Investment	Applicants who identify other sources of financial assistance for interior building renovations will be given preference in the evaluation of applications.
Examples of Eligible Costs	Eligible Costs include (but are not limited to) costs associated with materials, labour, equipment, financing, insurance, regulatory approvals and professional fees related to internal building works and building expansions to improve the functionality, energy efficiency, accessibility, and longevity of the older building stock.

PROGRAM 2B: AGRICULTURAL BUILDING RENOVATION GRANT PROGRAM

Priority Zones: Geographic CIPA Sub-Area Applicability

Program	Town-wide	Downtown Acton	Downtown Georgetown	Hamlets	GO-Station Lands	Employment Lands	Rural
2B Agriculture Building Renovation Grant Program							✓

Rationale and Objective(s)	A grant towards Eligible Costs associated with the restoration, renovation, and improvement of existing agricultural buildings for 'value-added' agricultural uses such as for public farm experiences including tourism. Funding is designed to be flexible and responsive to needs for building improvement/small scale additions determined by the property. Property improvements can include any identified and eligible improvements to the building, its structure, building systems, and major internal fit-up. As examples, this could include expansion of premises, major systems overhaul such as electrical system, and accessibility for persons with disabilities.
Benefits	This grant has the potential to leverage private sector investment in interior and exterior building renovations and improvements, including Façade, and help address the upfront costs involved with a range of matters, such as: • Re-purposing existing buildings (building, fire and other code compliance including public occupancy load-related building enhancement); • Expansion/additions to existing buildings; • Infrastructure improvements including telecommunications and broadband; • Entrance signage; • General retrofitting; and • Additional buildings on-site (small-scale) to support value-added agricultural uses. In so doing, the program encourages 'value-added' agricultural uses as a means of diversifying and broadening farm operations, and contributing to the local economy.
Legislative Provision	Section 28(7) of the *Planning Act* (R.S.O. 1990, c. P.13) provides for grants and loan assistance "for the purpose of carrying out a municipality's community improvement plan."
Target Group	The Grant program is eligible only to:

	• Projects on land where agricultural uses are permitted in the Town's Official Plan; and • Where development is for on-farm diversification of uses and value-added agricultural activities. The program is not applicable to normal capital expenditures on building repair and maintenance. Non-'value-added' agricultural activities and buildings on the property are not eligible.
Program Specifics and Limitations	The grant is equivalent to a proportion of the work value and provided on a matching funds basis to a maximum of 50% of eligible costs: **Secured Interest-free Forgivable Loan:** • Maximum grant of $25,000 per property (minimum grant of $5,000 per property); • Grant is a secured loan, forgivable over 5 years at an annual rate of 20%. • A maximum of 1 grant per property is permitted over the duration of the CIP period. Applicants will be required to enter into an agreement as to the above terms and conditions of the grant/loan elements of the program. At the Town's option, rather than utilize a grant, a tax increment grant may be dispersed on an annual basis for a specified purpose as an alternative funding approach. This is an option where the property assessment and property tax are sufficiently increased as a result of the project.
Approval Process	For the forgivable loan option, funding will be disbursed as 100% on completion of the project to the satisfaction of the Town.
Duration	• Program application duration – 5 years. • The program will be monitored for effectiveness on an annual basis with an interim review in year 3 (and detailed review in Year 5) to determine whether the program has met the goals of the Community Improvement Plan.

PROGRAM 3: COMMERCIAL PROPERTY ACCESSIBILITY AND ENERGY EFFICIENCY ENHANCEMENT PROGRAM

Priority Zones: Geographic CIPA Sub-Area Applicability

Program	Town-wide	Downtown Acton	Downtown Georgetown	Hamlets	GO-Station Lands	Employment Lands	Rural
3 Commercial Property Accessibility and Energy Efficiency Enhancement Program	✓ COMMERCIAL PROPERTIES						

Description	Designed as a small capital alternative to the Building Renovation Grant Program, the Commercial Property Accessibility and Energy Efficiency Enhancement Program assists property owners with the financing of accessibility improvements to ground floor or upper storey units, and energy retrofit to existing commercial buildings. The program includes two eligibility streams: • **STREAM A - Accessibility Improvement** • **STREAM B - Energy Retrofit** The Accessibility Improvement Stream promotes improved accessibility to existing buildings within all existing commercial buildings within the Town. Accessibility Improvements must follow or go above the Accessibility Requirements in the Ontario Building Code to be approved. The Energy Retrofit Stream offers grants, Town-wide, to eligible commercial, or mixed-use property owners for retrofits that improve the overall energy efficiency of buildings. Improvements in general must follow the policies of the Town related to climate change goals and any specific requirements, with possible exemptions, will be addressed on a case-by-case basis. As a guideline, the Town will **prioritize projects** which are **in the Downtown Priority Zones** or are identified by the Town as having heritage value. An **energy audit** is required prior to receiving approval for **Stream B**.
Benefits	The accessibility improvement stream has the potential to leverage private sector investment in improved accessibility to commercial buildings and contributes to improving accessibility Town-wide. The energy retrofit stream encourages investments in enhanced energy efficiency of buildings and contributes to increased sustainability and Town's climate change goals.

Eligibility	Program eligibility is limited to existing commercial and commercial portions of mixed-use (commercial-at-grade) properties within the CIPA; including former residential buildings now used, in part or in whole, for commercial use.
Program Specifics	**Stream A - Accessibility Improvement:** Matching grant of up to 50% of eligible costs or a maximum grant of $5,000 per property, whichever is less. Minimum grant amount is $2000. **Examples of Eligible Costs (non-exhaustive):** • Power assist door operators; • Renovation of building entrances; • Upgrading of doors; • Installation of ramps; • Installation of elevating devices; • Renovations to create accessible washrooms that are not part of a larger renovation project. **Stream B - Energy Efficiency Retrofit:** Matching grant of up to 50% of eligible costs or a maximum grant of $7,500 per property, whichever is less. **Examples of Eligible Costs (non-exhaustive):** Interior or exterior renovations that result in a third-party certification or meet a third-party energy efficiency standard which exceeds the requirements of the Ontario Building Code, and demonstrably increases energy efficiency including: • Thermal envelope upgrades to insulation in attics, exterior walls, basements, and crawl spaces. • Replacement of existing heating or central air-conditioning systems with Energy Star systems. • Mechanical systems: furnace and boiler replacement, water heater replacement, thermostats and controllers, drain water heat recovery systems. • Replacement of doors, windows, and skylights with Energy Star units. • Attic, wall and basement insulation, windows, air-sealing. • Replacement of existing hot water systems with energy efficient systems. Installation of small-scale renewable energy generation systems. • Renewable energy: geothermal heat pumps, solar photovoltaics, solar water heating. • Similar improvements may be approved, but applicant must demonstrate how proposed works improve building energy efficiency. Approval is at the discretion of the Town.

Ineligible measures include equipment or products not permanently affixed to the property, previously installed in another building, and are deemed general maintenance.

Note that completion of an energy audit is required prior to commencing retrofit work.

- **Energy audits are not eligible for funding through this program.**
- Eligibility for the Energy Efficiency Retrofit Grant will be contingent on completing an energy audit and demonstrated application for existing energy efficiency grants such as through incentives available through the IESO's SaveOnEnergy Program or Enbridge's Commercial Custom Retrofit Program.
- Funding for energy audits can be found through the Save on Energy Audit Funding Program as well as through the Save On Energy Retrofit Program Custom Track.

In addition, Enbridge's Commercial Custom Retrofit Program provides free site walkthroughs to identify energy saving opportunities.

PROGRAM 4: ENVIRONMENTAL SITE ASSESSMENT (ESA) GRANT PROGRAM

Priority Zones: Geographic CIPA Sub-Area Applicability

Program	Town-wide	Downtown Acton	Downtown Georgetown	Hamlets	GO-Station Lands	Employment Lands	Rural
4 Environmental Site Assessment (ESA) Grant Program	✓ BROWNFIELDS PER PHASE I ESA						

Description	For privately owned sites with a Phase I ESA, assistance to further specify the extent and nature of environmental contamination through grant assistance of a Phase II ESA study and development of any Remediation Action Plan.
Benefits	This grant has the potential to encourage and support land contamination assessment. The ESA program contributes to the Town's economic development priorities, as well as brownfield redevelopment and climate change.
Intended Recipients	Eligibility is Town-wide subject to the priorities for assistance established in this plan. Applications will be prioritized for those properties, which, in the opinion of the Town, have a likelihood of successful redevelopment.
Program Specifics and Limitations	• Town of Halton Hills will reimburse the owner or developer for costs associated with eligible studies. Eligible studies are anticipated to include Phase II ESA studies and Remediation Action Plans, Risk Assessments, and other studies that are part of the regulatory submission requirements to enable a Record of Site Condition acknowledged by Ministry of Environment, Conservation and Parks (MECP). • Studies which do not contribute to the prescribed regulatory process will not be approved for funding support. The Phase II ESA and other subsequent analysis must conform in methodology, content and reporting with the requirements of Ontario Regulation 153/04. • Maximum individual grant is $20,000 or 50% of the cost of the ESA, whichever is less. • Maximum assistance per project, as defined by the Town of Halton Hills, of: (i) Maximum of 2 studies per project; and (ii) Maximum of $35,000 per project for the duration of this CIP. • The above limits are at the discretion of the Town of Halton Hills. Funding may be increased at the discretion of the Town based on the merits of each individual application as determined by the Town. Applicants may be required to furnish the Town with additional information, relinquish ownership of ESA reports and enter into additional agreements as necessary to the satisfaction of the Town.

	• Conversely the Town, acting in its discretion, may decline funding if it is determined that the project is unlikely to be viable or otherwise does not meet the objectives of the CIP. This may include, for example, a Phase I ESA that is indeterminate as to the necessity for a Phase II ESA in order to achieve the stated land use.
Implementation Specifics	• Program duration: 5 years. • The program will be monitored for effectiveness on an annual basis with an interim review in year 3 of the program (and further review in year 5) to determine whether the program has met the goals of the CIP to support brownfield redevelopment on priority sites. • Based on the principle of achieving maximum leverage of non-Municipal funds, applicants who identify other sources of financial assistance for feasibility studies will be given preference in the allocation of funds. • Total combined assistance toward the costs of environmental site assessment from all public sources will not exceed 50% of total environmental site assessment costs. Municipal funding will be the funding of last resort where other sources of public assistance exist. • Funding from this program will be deducted from the balance of remaining eligible costs for the project.

PROGRAM 5: MULTI-STREAM COMPREHENSIVE TAX INCREMENT EQUIVALENT GRANT (TIEG) PROGRAM

Description	Tax Increment means the difference between the property tax liability for the lands in any year of the Program and the existing "base" tax liability. The TIEG is a grant equal to a portion of the tax increment. It is limited to the Municipal Portion of the tax liability. The TIEG is provided for under Section 28(7) of the *Ontario Planning Act.*
Benefits	• Leverages increased property tax assessment and helps reduce financial costs of property (re)development. • The Town benefits by the resulting revaluation and increase in tax liable on the property over the long term. • Supports the Town's objectives to achieve environmental improvements, productive re-use of brownfields, new affordable housing, increased employment base and continued investment in the historic downtowns of Acton and Georgetown.
Rationale and Objective(s)	The Tax Increment Equivalent Grant (TIEG) program is designed to support the following: • STREAM A: Remediation of environmentally contaminated land (Brownfields) **anywhere in the Town**; • STREAM B: New office/commercial (stand-alone or as part of mixed-use developments) in the **Downtown Priority Zones**; • STREAM C: Affordable Rental Housing **anywhere in the Town**; and • STREAM D: New Industrial site development or major expansion of existing industrial buildings in the **Acton and Georgetown Employment Priority Zones** and eligible **offices in the Premier Gateway**. The application of this program is subject to the full discretion of the Town as it pertains to the scale, scope and funding associated with each stream. This program leverages the increased assessment and property taxation generated by site (re)development to reduce the financial costs of property rehabilitation and redevelopment by: • Providing a grant equivalent to the Municipal portion of the property tax for a property; and • Limiting such grants to annual payments for a maximum period of 10 years (varies by stream) or equivalent to the maximum cost of rehabilitation, renovation, development or redevelopment. This grant focuses on net municipal taxation gain which represents unrealized revenue if the development or enhancement of the property had not occurred. At the end of the grant program (a maximum or 10 years or the dollar limit of eligible costs whichever is reached first, or earlier at the discretion of the Town), the Town realizes the full extent of the property taxes.

	The grant is based on the "Reimbursing Developer" approach. The property owner/developer pays for the full cost of renovation, rehabilitation or redevelopment as well as the resulting annual increase in property tax. Thereafter, the Town reimburses the Owner or assigned recipient by way of an annual grant equivalent to the agreed Municipal Portion of the incremental property tax increase over an established "base" assessment. The grant is assignable by the owner of the property to another party (subsequent owner, tenant or other assignment) at any time during the period of the agreement. Should the original owner transfer its interest in the property, the grant can, with the agreement of the Town, continue to be assigned to the original owner for the duration of the grant period. The maximum amount of the grant in any year is limited to the value of the work undertaken under eligible costs in that year or the approved municipal funding based on the increase in municipal property tax on the property compared to the base (before redevelopment), whichever is less. Eligible costs not reimbursed in the year they are incurred can be rolled over to subsequent years. The grant is limited by the maximum eligible costs in combination with all other programs of assistance provided by this Plan. Program duration for receipt of applications: 5 years. The program will be monitored for effectiveness on an annual basis with an interim review in year 3 of the program (and detailed review in year 5) to determine whether the program has met the goals of the CIP to support brownfield redevelopment on priority sites.
Legislative Provision	Section 28(7) of the *Planning Act (R.S.O. 1990, c. P.13)*.
Target Group	Private sector landowners/developers who are actively seeking the rehabilitation, renovation, (re)development or re-use of properties within the Community Improvement Project Area (CIPA) Priority Zones for Downtown as well as Employment, and town-wide for Affordable Housing and Contaminated Land remediation. Consideration is subject to: (i) Approved zoning for the proposed development (ii) Site plan/floor plans for rehabilitation, renovation, or (re)development; (iii) Estimated costs of renovation, rehabilitation or (re)development; and (iv) Proposed timing for development. Given the nature of the grant program as fundable only on completion and revaluation of the property, the Town of Halton Hills will consider "approval in principle" subject to meeting all necessary conditions of development as stipulated by the Town. Final approval is only achieved by decision of Council based on confirmation by staff report that the original intent of the approval in principle and all necessary conditions have been attained.

PROGRAM 5A: TAX INCREMENT EQUIVALENT GRANT (TIEG) PROGRAM: BROWNFIELD REDEVELOPMENT (STREAM A)

Priority Zones: Geographic CIPA Sub-Area Applicability

Program	Town-wide	Downtown Acton	Downtown Georgetown	Hamlets	GO-Station Lands	Employment Lands	Rural
5A Comprehensive Tax Increment Equivalent Grant (TIEG) Program - STREAM A Brownfield Development				✓			

Intended Recipients

- Private sector owners of environmentally contaminated sites that have significant potential for redevelopment or rehabilitation.
- To be eligible for assistance, sites must demonstrate the existence of environmental contamination of the surface, groundwater or built structures.
- Eligibility is Town-wide and subject to the priorities for assistance established in this plan.
- Equal preference is given to commercial and residential development, re-use and/or conversion.
- Higher preference is given to environmentally contaminated sites which are proposed for the development of affordable housing or which are located within the Downtown Acton and Downtown Georgetown Priority Zones, or within the Georgetown Go Station Secondary Plan Area.

Program Specifics

- The Town reimburses the landowner for all eligible costs by way of an annual grant equivalent to 50% of the municipal portion of the incremental property tax increase over an established "base" assessment and tax liability.
- Grant represents foregone income for the Town. Site redevelopment creates tax income, a portion of which is foregone under this program. At expiry of the program/agreement, 100% of the municipal property tax is retained by the Town.
- In determining the amount of funding up to the maximum permitted, the Town should be cognizant of any significant increase in annual municipal operating costs as a result of redevelopment of the property in receipt of tax assistance.
- One grant per project, irrespective of whether the project meets the eligibility criteria for more than one stream of TIEG support.
- The maximum duration of assistance is 10 years or when the total cumulative grant equals the total eligible costs, whichever occurs first.

PROGRAM 5B: TAX INCREMENT EQUIVALENT GRANT (TIEG) PROGRAM: DOWNTOWN COMMERCIAL (STREAM B)

Priority Zones: Geographic CIPA Sub-Area Applicability

Program	Town-wide	Downtown Acton	Downtown Georgetown	Hamlets	GO-Station Lands	Employment Lands	Rural
5B Comprehensive Tax Increment Equivalent Grant (TIEG) Program STREAM B Downtown Commercial		✓	✓				

Intended Recipients	• Property owners and developers in the Downtown Priority Zones engaged in development and redevelopment for commercial/office use in either stand alone or mixed-use buildings.
Program Specifics	• The maximum amount of the grant is 50% of the annual municipal tax increment over the agreed base assessment. The maximum duration of this program is 10 years. • In the case of Mixed-use developments, the grant would only apply the tax increment applicable to the office/commercial portion of a development. • In determining the amount of funding up to the maximum permitted, the Town should be cognizant of any significant increase in annual municipal operating costs as a result of redevelopment of the property in receipt of tax assistance. • One grant per project, irrespective of whether the project meets the eligibility criteria for more than one stream of TIEG support. • The maximum duration of assistance is 10 years or when the total cumulative grant equals the total eligible costs, whichever occurs first. • Program eligibility is limited to those projects/proposals that will result in a minimum of 500 square metres of net new commercial/office space. Under this stream, renovation of existing buildings is ineligible. • This program does not apply to the portion of the tax rate levied by Halton Region. • This program does not apply to the Education Portion of the tax rate.

PROGRAM 5C: TAX INCREMENT EQUIVALENT GRANT (TIEG) PROGRAM: AFFORDABLE RENTAL HOUSING (STREAM C)

Priority Zones: Geographic CIPA Sub-Area Applicability

Program	Town-wide	Downtown Acton	Downtown Georgetown	Hamlets	GO-Station Lands	Employment Lands	Rural
5C Comprehensive Tax Increment Equivalent Grant (TIEG) Program STREAM C Affordable Rental Housing				✓			

Intended Recipients	• Property owners and developers anywhere in the Town engaged in development and/or redevelopment and/or major renovation for affordable residential rental units. • Such units must meet the definition of affordable rental, as amended from time to time.
Program Specifics	• The maximum amount of the grant is 100% of the annual municipal tax increment over the agreed base assessment. The maximum duration of this program is 10 years. • In the case of Mixed-use developments, only the residential rental housing component is eligible under this stream. • In determining the amount of funding up to the maximum permitted, the Town should be cognizant of any significant increase in annual municipal operating costs as a result of redevelopment of the property in receipt of tax assistance. • One grant per project, irrespective of whether the project meets the eligibility criteria for more than one stream of TIEG support. • The maximum duration of assistance is 10 years or when the total cumulative grant equals the total eligible costs, whichever occurs first. • There is no Program eligibility limit in terms of minimum gross floor space of development, redevelopment or major renovation. However, it is anticipated that other program support as contained in this CIP will be utilized for renovation of existing buildings which comprise a gross floor area below 500 square meters (or approximately 5,400 square feet) or a project with less than 6 units. • This program does not apply to the portion of the tax rate levied by Halton Region. • This program does not apply to the Education Portion of the tax rate.

PROGRAM 5D: TAX INCREMENT EQUIVALENT GRANT (TIEG) PROGRAM: EMPLOYMENT LANDS (STREAM D)

Priority Zones: Geographic CIPA Sub-Area Applicability

Program	Town-wide	Downtown Acton	Downtown Georgetown	Hamlets	GO-Station Lands	Employment Lands	Rural
5D Comprehensive Tax Increment Equivalent Grant (TIEG) Program STREAM D Employment Lands					✓	✓	

Intended Recipients	• Property owners, business owners and developers engaged in development or major expansion of existing industrial premises. • Assistance in the Premier Gateway will prioritize large stand-alone office development to diversify its employment base. Only offices with the gross floor area of 20,000 square feet (or approximately 1,900 square meters) or more are eligible.
Program Specifics	• The maximum amount of the grant is 50% of the annual municipal tax increment over the agreed base assessment. The maximum duration of this program is 10 years. • In determining the amount of funding up to the maximum permitted, the Town should be cognizant of any significant increase in annual municipal operating costs as a result of redevelopment of the property in receipt of tax assistance. • One grant per project, irrespective of whether the project meets the eligibility criteria for more than one stream of TIEG support. • The maximum duration of assistance is 10 years or when the total cumulative grant equals the total eligible costs, whichever occurs first. • Minimum development of additional floor area is 1,000 square meters (or approximately 10,800 square feet). • This program does not apply to the portion of the tax rate levied by Halton Region. • This program does not apply to the Education Portion of the tax rate.

TIEG Approval Process	Grant approval is required in principle prior to the commencement of construction/development. The Town of Halton Hills will determine the existing "base" assessment for the property – this will normally be defined as being either at the time of final approval of the application for Tax Increment Equivalent Grant support and is based on the assessment and tax class at that time. The Town may, at its discretion, establish an alternate date for purposes of establishing the base assessment and property Tax Liability. Conditions of tax increment support, including the start and end date of assistance will be comprised in a legal agreement. Final approval of grant funding occurs after: a) Conditions as stated in the Tax Increment Equivalent Grant Agreement have been fulfilled; b) Submission of eligible costs as required; and c) Receipt of assessed value of the property by MPAC. Multi-Phase projects will be considered either individually or as one project, at the discretion of the Town. Final approval of the TIEG grant is a decision of Council.
Single Stream Approval	The purpose of a single, comprehensive Tax Increment Grant is to avoid the need for individual programs which address particular types of development, but which otherwise draw upon the same tax increment leveraged by development. STREAM A (Brownfields) applies to remediation of any private development site in the Town. However, for projects eligible under the remaining streams and which are contaminated, eligible remediation and project development costs can be combined and addressed through a single Tax Increment Grant application. For these sites, the maximum level of assistance for all eligible costs combined is the relevant tax grant percentage applicable to the stream in question. *By way of example:* *A heavily contaminated site for residential development outside of the Priority Zones can utilize STREAM A with a 50% TIG; If the residential project is also affordable, the provisions of STREAM C (Affordable Housing) apply and the combined costs are eligible for a 100% TIG;* An application under STREAM A (Brownfields) cannot be subsequently amended to include another stream. In order to provide for better outcomes, applications under this program are not permitted until a Phase I ESA and, if necessary, Phase II ESA has determined whether contamination exists, and whether remediation is likely.

Other Restrictions	• The Town of Halton Hills has the right to review any and all aspects of the program, including the purpose, form, method of application, evaluation and amount of funding of the program, from time to time, or at any time, for any reason, and at the sole and absolute discretion of the Town; • As necessary, the Town may amplify or adjust the application and approval protocols associated with this program. • The Town may refuse an application if it deems project feasibility to be limited or for any other reason, at the discretion of the Town.
Fiscal Implications	As part of the application evaluation process the Town will assess the extent to which there are any fiscal implications arising from approval from the Tax Increment Grant.
Eligible Costs	Eligible project costs under STREAM A (Brownfields) are defined in detail in the relevant section of this CIP. Eligible project costs supported under this program include (but are not limited to) the following works related to STREAM B (Commercial), C (Affordable Housing), and D (Employment Lands): • Site development and infrastructure; • New construction and building expansion; • Included within construction costs are those materials, building systems and structures that are designed to minimize the carbon footprint of the building and its operation. The specific range of costs acceptable as climate change mitigation measures designed to inform the construction, operation and lifecycle renewal of building systems is at the discretion of the Town. • Design, engineering, legal, insurance, and other professional fees (at the discretion of the Town of Halton Hills) directly related to the design and development and commissioning of the completed building(s); • Town fees and charges that are not covered by other CIP or Town programs; • Eligible costs exclude both construction financing and long-term debt financing principal and interest costs.

PROGRAM 6: PLANNING FEES AND BUILDING PERMIT GRANT

Priority Zones: Geographic CIPA Sub-Area Applicability

Program	Town-wide	Downtown Acton	Downtown Georgetown	Hamlets	GO-Station Lands	Employment Lands	Rural
6 Planning Fees and Building Permits Grant	✓ BROWNFIELDS	✓	✓		✓	✓	

Rationale and Objectives	This program offers property owners with plans to develop new non-residential and new affordable rental housing (with six (6) or more units), a grant equivalent to a reduction in applicable planning and building permit fees. Such a grant may, in concert with other program support, help encourage new development efforts through reducing initial regulatory costs.
Benefits	In keeping with the goals for the Town of Halton Hills Official Plan and relevant Secondary Plans, the Town will prioritize assistance towards: • Redevelopment for commercial and mixed use; • Major building improvements which include the conversion or addition of commercial or rental housing space; • Development and/or expansion of manufacturing facilities; • Affordable housing.
Legislative Provision	Grants are provided under the provisions of Section 28 of the Ontario Planning Act and are to be funded from a designated CIP reserve.
Eligibility	The areas of the CIPA that are eligible for this program include: • Downtown Acton and Downtown Georgetown; • Georgetown Go Station Secondary Plan Area; • Employment Lands; • Town-wide for brownfield. All other areas of the CIPA are excluded.
Program Specifics and Limitations	**Planning Fees Grant:** • A grant equivalent to 50% of planning fees combined from all planning fees as itemized by the applicable fee schedule of the Town of Halton Hills at the time of application. • Maximum total grant of $4,000 per property or 50% of combined planning fee costs, whichever is less. • Limit of one grant per property.

	Building Permit Fees Grant: • A grant equivalent to 50% of building permit fees for new builds or major renovations as itemized by the applicable fee schedule of the Town of Halton Hills at the time of application. • Maximum grant of $10,000 per property or 50% of building permit fee costs, whichever is less. **Grant covers:** • Planning application fees for: Zoning By-law amendments; Site Plan Control; Site Plan Agreement; Minor Variance; Application for Consent, Part Lot Control Agreement and Subdivision/ Condominium Agreement. The Grant is limited only to those fees outlined in the Town's current Fees and Charges By-law at the time of application and is always limited to the grant maximums available under this program. • Building permit fees for: Residential (OBC Group C) Value Calculations for Apartment Buildings and Condominiums, Office and Personal Services (OBC Group D), Mercantile (OBC Group E) Value Calculations and Demolition Permits.
Implementation Specifics	The applicant pays all planning and development permit fees as required and at the times required. These fees are reimbursed to the applicant, per the approved amount of grant once the works have been completed to the satisfaction of the Town.
Fiscal Implications	The Town incurs the costs of administration and any other overhead costs related to reviewing and processing the application. The applicant pays all required fees and permits in advance of receiving the grant assistance. The requirement to pay building permit fees at the required rate is therefore retained.

PROGRAM 7A: NON-RESIDENTIAL DEVELOPMENT CHARGE (DC) DEFERRAL PROGRAM – INTEREST GRANT

Priority Zones: Geographic CIPA Sub-Area Applicability

Program	Town-wide	Downtown Acton	Downtown Georgetown	Hamlets	GO-Station Lands	Employment Lands	Rural
7A Non-Residential Development charge (DC) Deferral Program – Interest Grant	✓ PROJECTS ELIGIBLE UNDER TOWN'S DC DEFERRAL POLICY CL-2012-0002						

Rationale and Objective(s)	This program is specific to deferring charges under the provisions of the DC Act and funding via the CIP Reserve Fund the payment of interest charges that accrue. This Development Charge Deferral Program is designed to provide assistance for the significant (re)development of key sites by deferring the cost of development related to Development Charges. This program is limited to the treatment of Town development charges only.
Benefits	• This program provides a grant to cover a portion of the interest charged through the Town's non-residential DC deferral policy (CL-2012-0002) for the significant (re)development of key sites. • This program reduces the immediate capital outlay required for a project through a deferral of municipal Development Charge applicable to new non-residential construction. • Supports capital/cash flow associated with development. • The Municipality stands to benefit from development which raises assessment and brings vacant lands into new/productive uses.
Legislative Provision	Section 27 (1) of the *Development Charges Act*, 1997, S.O. 1997 provides that a municipality may enter into an agreement to provide for a deferral of all or part of a development charge. Ontario Bill 108 and Bill 138 have established that DCs may be paid by installment for certain classes of use including rental housing and institutional development. Commercial and Industrial development is not eligible under the Act for installment payments. The Town of Halton Hills DC By-Law 2017-049 provides for some existing reductions in the applicable DC charge for non-residential development (reductions for higher density relative to lot size) and industrial development (exemption of DC liability for expansions of existing buildings by up to 50% of existing floor area). The Town of Halton Hills Policy *Deferral of Payment of Non-Residential Development Charges* (CL-2012-0002) purpose is "to provide for the deferral of

	payment of DCs for non-residential development applications as allowed under the Town's Development Charges By-law."	
Eligibility	The grant is intended to operate as a means to reduce interest payment associated with deferral of Town-only Non-Residential DCs. As such eligibility is limited to Non-Residential development (as defined in the Town's DC By-Law), on a Town-wide basis. Eligibility is based on existing Town DC deferral policy.	
Program Specifics and Limitations	**Planning Act Section 28 Provisions for CIP-based assistance:**	This program of assistance takes the form of a grant equivalent to the interest accruing on deferred DCs. The maximum amount of the grant is the lesser of: • Interest charges of $10,000; or • The amount of interest accrued as of the date on which the Development Charges owing to the Town under its deferral policy are paid in full. Payment of the grant occurs once the DCs are paid in full. The grant cannot extend beyond the time limit of the deferral policy.
Duration	• Program application duration – 5 years. • The program will be monitored for effectiveness on an annual basis with an interim review in year 3 (and detailed review in Year 5) to determine whether the program has met the goals of the Community Improvement Plan.	
Other Restrictions	• The Town of Halton Hills has the right to review any and all aspects of the program, including the purpose, form, method of application, evaluation and amount of funding of the program, from time to time, or at any time, for any reason, and at the sole and absolute discretion of the Town. • As necessary, the Town may amplify or adjust the application and approval protocols associated with this program. • The Town may refuse an application if it deems project feasibility to be limited or for any other reason, at the discretion of the Town. • If the completed project proves to be inconsistent with the proposed project that was approved and detailed in the application form and supporting documentation, the Town retains the right to cancel the disbursement of funds.	
Fiscal Implications	Interest accruing under the deferral policy is required to be funded under the provisions of the Town budget for its CIP.	

PROGRAM 7B: AFFORDABLE HOUSING DEVELOPMENT CHARGE RELATED PROGRAM

Priority Zones: Geographic CIPA Sub-Area Applicability

Program	Town-wide	Downtown Acton	Downtown Georgetown	Hamlets	GO-Station Lands	Employment Lands	Rural
7B Affordable Housing Development Charge Related Program	✓ AFFORDABLE HOUSING						

Rationale and Objective(s)	This program is specific to the Town's goal of stimulating the development of affordable rental housing. Assistance comprises the following: • Installment payments for affordable rental housing in accordance with Halton Region's affordable rental development charge deferral policy (20-year deferral, no interest) • This program is limited to the treatment of Town development charges only.
Benefits	• This program along with others is anticipated to maximize the Town of Halton Hills' capacity to effect positive change in the housing market resulting in the development of more and varied forms of affordable housing in Halton Hills.
Legislative Provision	The Development Charge deferrals are provided under the Development Charges Act. They are included here for reference. Installment payments are provided for under recent changes to the DCA.
Eligibility	Affordable rental housing projects town-wide.
Program Specifics and Limitations	The Town reserves the right to moderate the amount of funding based on the degree of program support available from the Region of Halton as well as other levels of government for individual projects. **DCA Provisions:** Allows for the Town to enter into an agreement under Section 27 of the DCA. This policy approach would mirror Halton Region's DC deferral policy for affordable rental housing.
Duration	• Program application duration – 5 years. • The program will be monitored for effectiveness on an annual basis with an interim review in year 3 (and detailed review in Year 5) to determine whether the program has met the goals of the Community Improvement Plan.

Other Restrictions	• The Town of Halton Hills has the right to review any and all aspects of the program, including the purpose, form, method of application, evaluation and amount of funding of the program, from time to time, or at any time, for any reason, and at the sole and absolute discretion of the Town. • As necessary, the Town may amplify or adjust the application and approval protocols associated with this program. • The Town may refuse an application if it deems project feasibility to be limited or for any other reason, at the discretion of the Town. • If the completed project proves to be inconsistent with the proposed project that was approved and detailed in the application form and supporting documentation, the Town retains the right to cancel the disbursement of funds.
Fiscal Implications	20 year deferral with no interest (considered lost interest by the Town).

PROGRAM 8: ENVIRONMENTAL REMEDIATION TAX CANCELLATION ASSISTANCE PROGRAM

Priority Zones: Geographic CIPA Sub-Area Applicability

Program	Town-wide	Downtown Acton	Downtown Georgetown	Hamlets	GO-Station Lands	Employment Lands	Rural
8 Environmental Remediation Tax Cancellation Assistance Program	✓ BROWNFIELDS						

Rationale and Objectives

Cancellation of property tax increase (which results from remediation and redevelopment) for eligible properties as an incentive for environmental rehabilitation. Under the Brownfields Financial Tax Incentive Program (BFTIP) municipalities can get provincial education property tax assistance to match municipal property tax assistance so that a property owner can clean up eligible brownfield properties under the provisions of Section 365.1 of the *Municipal Act, 2001.*

The Town will only proceed with this program for any given application if matching assistance from the Province is achieved following an application by the Town for Provincial support.

Eligible projects will be determined by the Town. As a general guide, the following characteristics of site and project will guide the Town:

- Lands with significant historic and pervasive (multi-location) contamination that require significant remediation based on a full and detailed Risk Assessment acknowledged by the Ministry;
- Projects for which the remediation of a significant level of contamination will likely yield significant gains in property assessment in the short to medium term;
- Projects where ownership is more likely to be retained by the developer for an extended period of time.

Benefits

- Contributing to environmental remediation of lands with significant contamination this program supports Town's economic development priorities, as well as brownfield redevelopment and climate change.

Intended Recipients and Eligibility

- Privately owned sites with significant contamination and multi-year remediation requirements.
- A Phase 2 Environmental Site Assessment ("Phase 2 ESA") as part of detailed risk assessment acknowledged by the Ministry is a requirement of BFTIP.
- Eligibility is Town-wide subject and subject to the priorities for assistance established in this plan.

	• Primarily, the focus of this program is removing the costs of taxes during the remediation (clean-up) phase of development. • *This program is not open for general application by property owners or developers. The Town of Halton Hills will seek to identify projects for which an application to the Province under BFTIP is deemed warranted based on the desired outcomes of this CIP.* • Eligible costs are limited to remediation-related costs necessary to achieve a certificate of property use (CPU) acknowledged by the Ministry of Environment, Conservation and Parks (MECP) and subsequently a Record of Site condition filed with the Ministry (i.e. a contaminated site in need of remediation or risk management to enable a Record of Site Condition prior to development of the intended final use.) • Eligible costs may be adjusted by conditions of matching assistance provided by the Ontario Minister of Finance.
Program Specifics	• Program includes annual cancellation of tax increases over the established base tax. • Specifics of any tax assistance will be identified in a municipal by-law which establishes the date that such tax assistance commences and the date of expiry of the assistance. • Assistance is limited to the increase in property tax over the established "base" tax. • Matching education portion tax assistance is limited to the earlier of a 36-month[3] consecutive period or the date that tax assistance equals the costs of remediation necessary to permit filing of a Record of Site Condition and the cost of complying with any certificate of property use issued under Section 168.6 of the Environmental Protection Act.
Implementation Specifics	• This program is solely for development projects within the Town that involve remediation of contaminated soil or buildings and/or risk management strategies which are eligible for assistance under Section 365.1 of the *Ontario Municipal Act*. • At commencement of tax assistance (the beginning of the defined "rehabilitation period"), tax assistance comprising the municipal portion of any tax increase cancellation is in effect until the date specified in the municipal by-law. • With respect to the matching education portion of any tax assistance, such assistance is provided upon application to the Ontario Minister of Finance by the municipality and approval by the Minister of Finance.

[3] Ontario Government announced an extension to 6 years (72 months) for business developments and 10 years (120 months) for residential developments.

- At all times, total tax assistance is limited to the eligible costs defined in this Plan.
- Municipal and Provincial tax assistance can be commenced at any time as specified in the By-Law. Subject to approval, and any conditions imposed by the Minister of Finance with respect to the matching education portion. However, assistance cannot be applied retroactively in respect of remediation prior to the approval of the Town BFTIP By-Law.
- Eligible costs not reimbursed in the year in which they are incurred, can be rolled-over to subsequent years.
- The amount of tax assistance in any one year is limited to the lesser of:

  (i) The amount of eligible work carried out in that year; or
  (ii) The amount of property tax which is cancelled by the Town.
- The amount of annual tax assistance is reduced by the amount of any outstanding property tax payable on the property.
- Financial assistance under Section 365.1 of the *Ontario Municipal Act* is cumulative with any other financial assistance for site remediation necessary to permit a Record of Site Condition to be filed and comply with any certificate of Property Use.
- Assistance under this program terminates upon transfer of title to the property, severance or subdivision. In the case of severance and subdivision of land, termination of the program applies only to those parts of the original land holding which are severed or subdivided to other owners.

Appendix B: Glossary of Terms

Glossary of Terms

Affordable Housing means "housing with a market price or rent that is affordable to households of low and moderate income spending no more than 30 percent of their gross household income.

a) Affordable rental housing should meet the demand of households at the low end, as described in Halton's annual State of Housing Report, pursuant to Section 86(7). Such households would be able to afford at least three out of ten rental units on the market.

b) Affordable ownership housing should meet the demand of households at the high end, as identified in Halton's annual State of Housing Report pursuant to Section 86(7). Such households would have sufficient income left, after housing expenses, to sustain the basic standard of living." (Halton Region Official Plan). This definition may change from time to time.

Brownfield Sites means "undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be under-utilized, derelict or vacant." (Halton Region Official Plan).

Building Permits are issued by the local body responsible for enforcing Ontario's Building Code and are required for the construction, renovation, demolition and certain changes of use of buildings.

CIPA Priority Zone – a sub-area within the Town-wide CIP Area where incentive programs apply, identified in the CIP.

Community Improvement Plan (CIP) is a planning tool under Section 28 of the Ontario Planning Act which permits planning and financial assistance programs involving lands, buildings, loans, grants and tax assistance for designated community improvement project areas.

Community Improvement Project Area (CIPA) means "a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason" (Ontario Planning Act, Section 28).

Complete Application is a completed application with all required supporting materials as requested by the Town of Halton Hills such that the application can then be forwarded to the Review/Evaluation Team for its review.

Cultural Heritage Resources means "elements of the Regional landscape which, by themselves, or together with the associated environment, are unique or representative of past human activities or events. Such elements may include *built heritage resources*, *cultural heritage landscapes*, and *archaeological resources*." (Halton Region Official Plan)

Development means "the creation of a new *lot*, a change in land use, or the construction of buildings and structures, any of which requires approval under the Planning Act, or that are subject to the Environmental Assessment Act, but does not include:

(1) activities that create or maintain *infrastructure* authorized under an environmental assessment process,

(2) works subject to the Drainage Act, or

(3) within the Greenbelt Plan Area, the carrying out of agricultural practices on land that was being used for *agricultural uses* on the date the Greenbelt Plan 2005 came into effect." (Halton Region Official Plan)

Development Charges are fees levied on development to help finance the infrastructure required to service growth. Under the *Development Charges Act*, 1997, as amended, local municipal councils may pass a By-law imposing development charges. A charge imposed pursuant to the Halton Hills DC by-law (No. 2017-0049).

Development Density means the number of residents and jobs combined per gross hectare. Areas of the Regional Natural Heritage System are excluded from the calculation of this density (Halton Regional Official Plan).

Education Portion means taxes arising from that element of the total tax rate set annually, which is collected by the Province of Ontario to support the provincial school By-Laws.

Eligible Costs includes all capital cost categories for which the Owner is entitled to Program Assistance from the Municipality as may be approved and as may be provided for in the CIP and further specified in any Agreement that may be required to execute funding.

Eligible Property is property located in the Community Improvement Project Area (CIPA) and of an Employment nature. Any such property must be in accordance with the zoning in effect for lands contained in the CIPA.

Employment Area means "areas designated in an official plan for clusters of business and economic activities including, but not limited to, manufacturing, warehousing, offices and associated retails and ancillary facilities." (Halton Region Official Plan)

Hamlets are compact rural communities. They are areas where farming and rural communities are served by small scale industrial, commercial, residential and institutional uses. Minor population growth will occur in Hamlets (Town of Halton Hills Official Plan).

Hazard Lands means properties or lands that could be unsafe for development due to naturally occurring processes. Along the shorelines of Lake Ontario and Burlington Bay, this means the land, including that covered by water, between a defined offshore distance or depth, and the furthest landward limit of the flooding, erosion or dynamic beach (areas of unstable accumulations of shoreline sediments) hazard limits. Along river, stream and small inland lake systems, this means the land, including that covered by water, to the furthest landward limit of the flooding or erosion hazard limits (Halton Regional Official Plan).

Housing means that the Region identifies opportunities for supplying a mix of housing types to meet different, physical, social and economic needs (Town of Halton Hills Official Plan).

Intensification Areas means lands identified in the Town of Halton Hills Official Plan within the urban areas that are to be the focus for accommodating intensification including major transit station areas and intensification corridors (Town of Halton Hills Official Plan).

MPAC means the Municipal Property Assessment Corporation.

Municipal Portion means taxes arising from that element of the total tax rate, set annually, which supports expenditures by the Municipality.

Non-Residential means the development meets the definition of "non-residential" under the Development Charges By-law (No. 2017-0049): "a use or Development consisting of land, Buildings or structures, or portions thereof, used, or designed or intended for a use other than as a Residential Development".

Owner means the registered Owner of the Lands and includes any successors, assigns, agents, partners and any affiliated corporation. Financial assistance through tax-based funding is provided to the registered owner of the property irrespective of any assignment of those funds to another party by the owner under separate agreement between the owner and a third party.

Phase I ESA is the study conducted to determine the likelihood that one or more contaminants have affected all or part of a property. The specific requirements for carrying out a Phase I ESA are set out in Part VII of the Ontario Regulation 153/04

Phase II ESA is the study conducted to determine the location and concentration of one or more contaminants in the natural environment. The specific requirements for carrying out a Phase II ESA are set out in Part VIII of the Ontario Regulation 153/04

Program Assistance means all or any of the programs contained in and provided for by the CIP.

Record of Site Condition (RSC) is a document filed electronically in the Environmental Site Register (ESR). It is a report documenting the results of one or more Environmental Site Assessments (ESAs) of a property conducted or supervised by a Qualified Person. (For a more detailed definition refer to *Ontario Regulation 153/0*)

Redevelopment means the creation of new units, uses or lots on previously developed land in existing communities, including brownfield sites.

Remediation Plan means Remediation Works and any Risk Management Plan developed for the Lands.

Risk Assessment means site investigation and other actions undertaken by a Qualified Person for Risk Assessment in accordance with the Ministry of the Environment guideline entitled *Procedures for the use of Risk Assessment under Part XV.1 of the Environmental Protection Act*.

Special Needs Housing means "any housing, including dedicated facilities, in whole or in part, that is used by people who have specific needs beyond economic needs, including but not limited to, needs such as mobility requirements or support functions required for daily living. Examples of *special needs housing* may include, but are not limited to, housing for persons with disabilities such as physical, sensory or mental health disabilities, housing for the elderly, group homes, emergency shelter, housing for the homeless, and independent permanent living arrangements where support services such as meal preparation, grocery shopping, laundry, housekeeping, respite care and attendant services are provided. It does not include households that receive community-based support services in their own home." (Halton Region Official Plan)

Strategic Growth Areas means "lands identified by the Region or its Local Municipalities within the Urban Area that are to be the focus for accommodating population and employment intensification and higher-density mixed uses in a more compact built form. Strategic Growth Areas include Urban Growth Centres, Major Transit Station Areas, Regional Nodes, Regional Corridors, and Local Nodes as identified in Local Official Plans." (Halton Region Official Plan)

Tax Increment means the difference between the property tax liability for the lands in any year of the Program and the existing "base" tax liability. The Tax Increment is limited to the Municipal Portion of the tax liability in those instances where program assistance is limited to the Municipal Portion of taxation as provided for in the CIP.

Tax Increment Grant Agreement means an agreement, with the force of law, that establishes the terms of the tax assistance program and the obligations of both the applicant and the Municipality, as well as remedies for default by the applicant.

Tax Liability means the annual real property taxes levied by the Municipality including the Municipal and Education Portions of the taxes.

TIEG means Tax Increment Equivalent Grant as provided for under Section 28(7) of the Ontario Planning Act.

Urban Areas are where the Region focuses population and employment growth while supporting local community identity, creating healthy communities, and promoting economic success (Town of Halton Hills Official Plan, ROP Section 72).

Urban Services including water and wastewater are provided by the Region. The Region plans for these services through master plans that accommodate development while protecting the environment (Town of Halton Hills Official Plan, ROP Section 87, ROP Section 287).

Appendix C: Town of Halton Hills Development Charges Deferral Policy CL-2012-0002

TOWN OF HALTON HILLS
Working Together Working for You!

POLICY

TITLE: Deferral of Payment of Non-Residential Development Charges

NUMBER: CL-2012-0002

CATEGORY: Financial

DATE: June 12, 2012

REFERENCES AND RELATED DOCUMENTS: Report No. CS-2012-0037

PURPOSE:
To provide for the deferral of payment of Development Charges for Non-Residential Development Applications as allowed under the Town's Development Charges By-law.

POLICY DETAILS:
Agreements to defer the payment of non-residential development charges shall be based on the following terms:

1. The Director of Corporate Services and Treasurer can approve up to a ten (10) year deferral for an eligible non-residential development.
   Eligible criteria:
   - The development meets the definition of "non-residential" under the DC By-law; and
   - The industrial development not exceed 50,000 sq.ft. in total floor area as defined in the by-law
   - The non-industrial development not exceed 25,000 sq.ft. in total floor area as defined in the by-law

   Any application request that does not meet the eligibility criteria must be submitted to Council for consideration.
2. Payments are to be amortized over a period not to exceed ten years at the prime lending rate of the Town's bank plus 1%
3. Payments will be made on an annual basis with the first payment due one year after issuance of a building permit. The owner must provide post-dated cheques for each annual payment as outlined in the agreement at the time of signing the agreement
4. The owner agrees to pay an administration fee in the amount of $600 (plus HST) upon execution of the agreement. This fee will be reviewed annually with all other Town fees and is subject to change as outlined in the Town's User Fee By-law
5. The owner must provide securities in the amount of the applicable development charges plus interest amounts. The owner may:

    a. Post an irrevocable letter of credit or
    b. The agreement may be registered on title as 1st priority lien
6. If the owner requires a building permit issued prior to the completion of the Deferral Agreement process the owner must provide a certified cheque or irrevocable letter of credit with a financial institution acceptable to the Director of Corporate Services and Treasurer. The certified cheque or letter of credit will be returned to the owner once the Agreement has been fully executed and finalized
7. Payment not made in any one year would be deemed in default and the amount unpaid would be recovered by adding the amount to the property tax roll and collected in the like manner as taxes

Procedures: The applicant will fill out a Development Charges Deferral Agreement Information Form. Attached Schedule 1

Reporting: The Director of Corporate Services and Treasurer will report annually to Council all the approved applications within 90 days of the Town's fiscal year end.

POLICY REVIEW: Each New Term of Council

Schedule 1

Town of Halton Hills
Development Charges Deferral Agreement
Information Form

Please answer the following questions:

Legal name of the company applying for a Development Charges Deferral Agreement

_____

Is the applicant:

- ☐ **Owner**
- ☐ **Lessee of Property**
- ☐ **Officer of the company**

If Officer please state your official title

_____

Date of Building Permit Application

_____

Total Floor Area of the Development subject to the Development Charges Deferral Agreement

_____

Total Town Development Charges Due

_____

Legal Land Description

_____

Period of the Deferral being requested (up to 10 years)

_____

Security Requirements and Preference for Registration

- ☐ **Letter of Credit**
- ☐ **Registration on Title (if owner of the property only)**

By signing this form, you are binding your corporation to entering into a Deferral Agreement with the Town of Halton Hills with regards to the above-noted building.

Name and Title of signing Officer (please print)_____

Signature:_____

This form is to be returned to the Town of Halton Hills Corporate Services Department when completed. You may fax the completed form to (905) 873-2347 or by mail to 1 Halton Hills Drive, Halton Hills Ontario L7G 5G2.

If you have any question, please contact Elizabeth Van Ravans at 905-873-2601 ext. 2221

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COMMUNITY IMPROVEMENT PLAN

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